92/05

PROCEDURE MANUAL

LOCAL AUTHORITIES ELECTION ACT

1992 EDITION

DEVELOPED AS A GUIDE FOR ELECTION OFFICIALS

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INTRODUCTION

This Manual has been developed to assist you in conducting an election in accordance with the Local Authorities Election Act, which was consolidated on August 19, 1991. All references to sections of the Act in this manual are to the Local Authorities Election Act unless otherwise stated.

Please ensure that you have a copy of this new act as there have been some major amendments since the last consolidation. Copies can be purchased at the Queen's Printer located at 11510 Kingsway Avenue, Edmonton or 455 - 6th Street SW, Calgary.

The information has been arranged in order as they would occur during the election process -

* Before Nomination Day
* During Nomination Day
* In Preparation for Election Day
* During Election Day
* After Election Day

You will also find in this manual information that deals with by-elections, voting on by-laws and questions to the electors or proprietary electors for their assent or approval, the powers of the Ministers and Lieutenant Governor in Council. We have also provided copies of forms and regulations.

As the manual has no legislative sanction, we strongly recommend that you review the Local Authorities Election Act and other relevant statutes and regulations. During your review, special attention should be given to the sections dealing with controverted elections, offences and penalties as these have not been included in the contents of the manual.

For those of you involved in conducting an election for a summer village please note that some different rules apply. For convenience this information has been referenced in the appropriate locations throughout the manual.

To assist you in locating relative sections of the Act, section numbers have been referenced opposite subject headings.

We wish each one of you a smooth running, problem-free election. If problems are encountered or clarification is required, please contact the Municipal Services Branch office at 427-2523.

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PART I

ELECTION CALENDARS

ELECTION CALENDAR: Other Than Summer Villages

JUNE, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2	2	3 Council may pass a by-law prior to June 30 in election year that nominations may be received earlier than 10:a.m. S.28	4 Council may pass a by-law prior to June 30 in election year that the election may be held on the Saturday immediately preceding the 3rd Monday in Oct. S.10	5	6
7	9	9	10 Council may pass a by-law prior to June 30 in election year that the voting station is to be open before 10.am. S.46	11	12	13
14	16	16	17	18	19	20
21	23	23	24	25	26	27
28	30	30				

ELECTION CALENDAR: Other Than Summer Villages

AUGUST, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Study Local Authorities Election Act. Consolidated Aug.19/91
2 Council may establish by-law to enact a modified voting system. S. 161	3 Council by resolution appoints a returning officer if someone other than the administrator is appointed. S.12	4 Council may enact by-law to authorize the compiling of a voters list. S.49	5 Returning officer, deputy returning officer, enumerator and constables must take official oath. S.16	6 Council should pass a Resolution to set fees for election officers. Arrange for voting stations and establish rental rates.	7	8
9	10 Order or prepare Nomination Papers and order nomination related supplies.	11 Council may enact by-law to authorize the printing of ballots in lots. S.43	12	13	14 Contact newspapers regarding deadline dates for publishing election notices.	15
16	17 Council may enact by-law to authorize use of voting machines. S.84	18 Council may enact a by-law to change the council seats. MGA.27 & 55	19 Council may enact a by-law passed not less than 30 days prior to nomination day requiring a deposit with nomination papers. S.29	20 By-law needed for election at large. S.47	21	22
23	24 Provide Notice of Nomination Day. S.26	25 Provide for publication of Notice of Nomination Day. S.26	26	27	28	29
30	31					

ELECTION CALENDAR: Other Than Summer Villages

SEPTEMBER, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Council may by resolution provide for holding an advance vote. S.73	4 Council may by resolution provide for incapacitated elector voting at home. S.79	5
6	7 Council may enact a by-law passed prior to nomination day , to discontinue an election for office for which a deceased candidate was nominated. S.33	8	9	10	11	12
13	14	15	16	17	18 Ensure all is ready for nomination day.	19 Nomination Day. Ss10,25 (If by-law passed prior to June 30.)
20	21 Nomination Day. S.25 Hours. S.28 Deposits. S.29 Acclamations. S.34	22 Candidate may withdraw nomination if more nominations have been received than are required. S.32 Order ballots. S 42 & 43	23 Appoint deputies, constables and all other persons as needed. S.13	24 Establish voting stations. S.37 Establish advance voting stations if required. S.75	25	26
27	28 Prepare Notice of Election Form. S.35 Prepare Notice of Advance Vote. S.74	29	30			

ELECTION CALENDAR: Other Than Summer Villages

OCTOBER, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Provide for the first Notice of Election. S.35	3
4	5	6	7 Re-confirm voting stations and equipment. Establish an election central. Establish who will liaise with the press.	8	9 Provide for the second Notice of Election. S.35	10
11	12	13	14 Check dates for Advance Vote depending on election day. S.73	15 Conduct training sessions, distribute election materials and have election officers subscribe to the official oath.	16	17 Election Day. (If by-law passed prior to June 30) S.10
18	19 Election Day. S.10	20 Retain sealed ballot boxes for six weeks. S.101 Recount may be requested. S.98	21 Prepare for Organizational Meeting. MGA S.39	22	23	24
25	26	27	28	29	30	31

ELECTION CALENDAR: Other Than Summer Villages

NOVEMBER, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Last day to hold organizational meeting. MGA S.39	3	4	5 Depending on election day this could be the last day for an elector to request a judicial recount. S.103	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28 Depending on election day this could be the first day election material may be destroyed unless ruled otherwise by a judge. S.101
29	30					

CALENDAR - SUMMER VILLAGES

ELECTION CALENDAR: Summer Villages

JUNE, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Study Local Authorities Election Act. Consolidated Aug.19/91	2 Council by resolution appoints a returning officer if someone other than the administrator is appointed. S.12	3 Council may enact by-law to authorize the compiling of a voters list. S.49	4 Have fees set by resolution of council for the election officers. Arrange for voting stations and establish rental rates.	5 Order or prepare Nomination Papers and order nomination related supplies.	6 Start recruiting for deputies, constable etc. Consider training sessions. S. 13
7	8 Set deadlines for the advertisement of Nomination Day. S. 26	9 Council may enact by-law to authorize use of voting machines. S.84	10 Pass deposit by-law not less than 30 days before nomination day. S.29	11 Pass resolution for the holding of an advance vote. S. 73	12	13
14	15 Note the amendments to election form 8SV. Make sure that you are using the correct form.	16	17	18	19	20
21	22	23	24	25	26	27
28 Provide for publication of Notice of Nomination Day. S. 26	29 Council may by resolution provide for incapacitated elector voting at home. S. 79	30 Council may enact a by-law to discontinue election for office for which deceased candidate was nominated. S. 33				

ELECTION CALENDAR: Summer Villages

JULY, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Depending on Nomination day this could be the last day for at least one Notice of Nomination Day. S.26	4
5	6	7	8	9	10	11
12	13	14	15	16 Ensure all is ready for nomination day.	17	18 Nomination Day. Held in the first hour of the annual meeting. S.11 Cash deposit with all nomination papers if determined through by-law. S.29 Declare acclamations. S.34
19	20 Candidate may withdraw nomination if more nominations have been received than are required. S. 32 Order ballots. S. 42, 43	21 Prepare Notice of Election. S.35 Prepare Notice of Advance Vote. S. 74	22 Establish voting stations. S.37 Establish advance voting stations if required. S.75	23 Appoint deputies, constables and all other persons as needed. S.13	24 Ensure returning officers, deputies, enumerators and constables take the official oath. S.16	25
26	27	28	29	30	31	

ELECTION CALENDAR: Summer Villages

AUGUST, 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 Depending on election day this could be the last day to advertise for the advance vote. S.74	7	8
9	10	11	12	13 Depending on election day this could be the last day to hold an advance vote. S.73	14 Ensure everything is ready for election day.	15 Election day. 12:00 to 9:00 p.m. S.11
16 Retain sealed ballot boxes. S.101 Returning Officer may request recount . S.98	17 Prepare for organizational meeting. MGA S.09	18	19 Depending on election day this could be the last day for recount. S.98 or the day to declare election results at noon. S.97	20 Mail or have delivered, notices of the organizational meeting date. MGA S.09	21	22
23	24	25	26	27	28	29
30	31 Last day to hold Organizational Meeting. MGA S.09					

YOUR NOTES

PART II

PRIOR TO ELECTION DAY

PART II - PRIOR TO ELECTION DAY

A. NOMINATION PROCEDURE

1. DATE OF NOMINATION DAY

Local Jurisdictions Other Than Summer Villages (s.25)

September 21, 1992 or if a by-law is passed prior to June 30th, in an election year (s.10.2) then nomination day will be on Saturday, September 19, 1992.

Summer Villages [s.11 and M.G.A. s.9(1)]

July 18, 1992

2. BEFORE NOMINATION DAY

APPOINTMENT OF RETURNING OFFICER (s.12) The elected authority, may by Resolution, appoint a Returning Officer. If it fails to do so then the Secretary of an elected authority is the Returning Officer.

OATH OF RETURNING OFFICER (s.16) The Returning Officer must subscribe to an official oath in the prescribed form prior to assuming his duties (Form 1).

WARD SYSTEM If there are wards in a municipality, council, by by-law, may provide for the nomination of candidates for council by wards and for the election of candidates by the general vote of the electors of the ward (not less than 30 days prior to nomination day, s.47.2). A "ward" means:

* A ward or electoral division under the Municipal Government Act;
* An electoral division under the County Act;
* A ward under the Hospitals Act; or
* A ward or an electoral subdivision under the School Act.

Note that a Hospital Board is not an elected authority [s.1(g)].

PART II

The council of a City may, by by-law, divide the City into wards (s. 28 - The Municipal Government Act), and the Board of a school jurisdiction, with the approval of the Minister, by resolution, may provide for a ward system (s.225 - The School Act).

FORM OF NOMINATION (s.27) Every nomination shall be in the prescribed form (Form 3), and if it has been established by by-law, (s.29) shall be accompanied by the cash deposit.

Where such a by-law has been passed, a nomination form is not valid nor shall it be acted upon unless it is accompanied by the deposit. An incomplete nomination form is not acceptable.

The nomination of candidates for election as councillors shall be in the form prescribed for use under section 27(1) and shall be signed by at least 5 electors eligible to vote at that election.

IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.

However, he may point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector.

REQUIREMENT THAT CASH DEPOSIT ACCOMPANY NOMINATION PAPER

(s.29) An elected authority may by by-law, passed not less than 30 days before nomination day, require a cash deposit with every nomination. The cash deposit may not exceed:

* $500 in a jurisdiction with a population of more than 100,000; or
* $100 in any other case.

PART II

PROVIDING FOR NOTICE OF NOMINATION (s.26) The Returning Officer shall, at least 2 weeks prior to nomination day, publish a notice of nomination day in the prescribed form (Form 2 OR 2sv), at least once in a newspaper or other publication circulating in the area or by mailing or delivering a notice to every residence in the local jurisdiction. The returning officer may publish, mail and deliver additional notices and may give notice by any other method as many times as he considers appropriate. The last day for advertising nomination day will be Sunday, September 6th, if your nomination day is Monday, September 21, 1992 or Saturday, September 5th, 1992 if nomination day is Saturday, September 19, 1992. This date will vary depending on the publication dates for your local newspapers.

The notice of nomination should indicate that a cash deposit must accompany the nomination paper, if this requirement has been previously established by by-law. The notice of nomination should also indicate where the nomination papers are available.

In a Summer Village (s.11) nomination day is held in the first hour after the commencement of the annual meeting of the ratepayers.

CANDIDATE ELIGIBILITY - LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.21 and 47) A person may be nominated as a candidate in any election under this act if on nomination day he:

* is at least 18 years old;
* is a Canadian Citizen;
* has resided in Alberta for the 6 consecutive months immediately preceding election day;
* is resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day; and
* is not otherwise ineligible or disqualified.

PART II

In a city, a candidate is not required to be a resident of the ward, but must be a resident of the city (s.21.2).

CANDIDATE ELIGIBILITY - SUMMER VILLAGES (s.11) In order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village but must be entitled to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

CANDIDATE INELIGIBILITY (s.22) A person is not eligible to be nominated as a candidate if on nomination day he: (see exemptions listed under the above noted section)

* is the auditor for the elected authority;
* is an employee of the local jurisdiction for which the election is to be held unless he is on a leave of absence granted under this section;
* is indebted for taxes for more than $50.00 except current taxes or if a consolidation agreement is entered into;
* is indebted to the elected authority in excess of $500.00 for any debt and is in default for more than 90 days;
* is a party to a subsisting contract with the elected authority;
* has a pecuniary interest, direct or indirect, in any subsisting contract with the local jurisdiction; or,
* in the case of a district board election, he or his spouse is a physician and a member of the medical staff, or a dentist and a member of the medical staff or dental staff, or an employee of a hospital or nursing home in which an election is being held.

PART II

Ineligibility does not apply to a person by reason only that he:

* is a shareholder in a corporation having a contract with the elected authority unless he holds, together with his spouse, parents, children, brothers or sisters, more than 25% of the issued capital stock, or unless the contract is for the building or construction of a public work;
* has a contract with the elected authority for a utility being supplied to him;
* has an interest in a publication being supplied to the elected authority at the usual rates;
* sells or leases land to the elected authority that the authority has the authority to expropriate;
* supplies goods, merchandise or services to the elected authority at competitive prices and in the ordinary course of his business or profession;
* renders a service to an indigent for which the elected authority is or may become liable to pay or a service for which the elected authority has provided a subsidy;
* is appointed to a position under the Disaster Services Act;
* has rendered professional services as a lawyer if the fees have been taxed under the Alberta Rules of Court;
* is a member of a committee or board appointed by or responsible to the elected authority;
* is a member of a co-operative association;

* is a vendor, purchaser, assignor or assignee of land bought or sold under the Agricultural Development Act;
* is party to a contract for the purchase or lease of real property entered into prior to nomination day.
* is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that he is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

PART II

DEATH OF A CANDIDATE (s.33) Before nomination day, an elected authority, by by-law, may provide that if a candidate dies prior to the opening of the voting stations on election day, the election for the position be discontinued and a new election be provided for.

If a candidate dies after being nominated and a by-law has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

YOUR NOTES

PART II

3. NOMINATIONS

RECEIPT OF NOMINATION PAPERS - LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.28 through 31) Nomination papers must be received at the local jurisdiction's office (location stated in notice under section 26) between the hours of 10:00 a.m. and 12 Noon on nomination day, unless the elected authority has passed a by-law prior to June 30 of a year in which a general election is to be held that the returning officer may receive nominations earlier than 10:00 a.m., and if authorized by by-law, accompanied by a cash deposit (certified cheque, money order, or cash).

RECEIPT OF NOMINATION PAPERS - SUMMER VILLAGES [s.11 & M.G.A. s.9(1)]. In the case of a general election, nominations shall be received by the Returning Officer up to the expiration of one hour after the commencement of the annual meeting of the ratepayers in the year in which an election is to be held, the third Saturday in July (July 18, 1992).

In the case of a by-election, nominations shall be received by the Returning Officer between the hours of 11:00 a.m. and 12 Noon at a date and place established by council.

INSUFFICIENT NOMINATIONS - LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.31) Where the number of persons nominated is less than the number required, then nominations shall stand adjourned to the next day from 10:00 a.m. to 12 noon and shall continue to be adjourned in the same manner until sufficient nominations have been received or a period of 6 days including nomination day has elapsed. Where sufficient nominations have not been received the Secretary shall immediately notify the Minister.

If a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination papers for the candidate.

PART II

INSUFFICIENT NOMINATIONS - SUMMER VILLAGES [s.11(2)] Not withstanding section 31(1), if the number of persons nominated for any office in a summer village is less than the number required to be elected, the nomination meeting shall stand adjourned to a time and place as determined and announced by the Returning Officer prior to the adjournment, for the purpose of receiving further nominations for the office in respect to which the required number of nominations has not been received. It shall continue to be adjourned in the same manner from meeting to meeting until the required number of candidates has been nominated or three meetings have been adjourned.

WHEN NOMINATIONS EQUAL VACANCIES (s.34) When the number of persons nominated equals the number to be elected at the close of nomination, the Returning Officer shall declare the persons nominated as elected.

The Returning Officer shall notify the Secretary and the relevant Deputy Minister in writing, of the persons elected to the offices to be filled. The Returning Officer shall deliver the nomination papers and other related materials to the Secretary.

CANDIDATE'S WITHDRAWAL OF NOMINATION - LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.32) If more nominations have been received than there are vacancies, a candidate may, in writing to the Returning Officer, withdraw his name as a candidate for the office he was nominated to fill. The withdrawal must be made within 24 hours after the close of nominations.

The Returning Officer shall refuse to accept withdrawals which would reduce the number of candidates below the number of vacancies.

CANDIDATE'S WITHDRAWAL OF NOMINATION - SUMMER VILLAGES (s.11). The time limit for withdrawal of nominations shall be 48 hours and Section 32 applies except as to hours.

PART II

DECLARATION OF ELECTION [s.35(1)] If more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the Returning Officer shall declare that an election shall be held for the filling of that office.

PART II

B. PREPARATION FOR ELECTION

1. APPOINTMENT OF ELECTION OFFICERS (s.12 & 13)

The Returning Officer shall appoint Deputies, Constables and other persons as required and must appoint at least 2 deputies to work at each voting station, one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station. The Returning Officer can be considered as one of the deputies if he is working at that station.

The Returning Officer may appoint a substitute Deputy or Constable if they become incapable of carrying out their duties.

2. OATH

Every returning officer, deputy, enumerator and constable before preforming his duties shall take and subscribe to the official oath in the prescribed form. (Form 1)

3. ESTABLISHING FEES FOR ELECTION OFFICERS

The elected authority should establish fees payable to the election officers and rates payable for any other expenses as may be required for conducting an election.

4. ELECTION FORMS

The Returning Officer shall ensure that all the election forms are the current prescribed forms.

5. LIST OF ELECTORS (s.49)

The elected authority may, by by-law, direct the Secretary or Returning Officer to prepare a List of Electors who are eligible to vote in an election, but the elector is still required to sign a statement at the voting station.

PART II

6. ENUMERATORS (s.50)

If a voters' list is to be prepared, the elected authority shall appoint, or authorize the Secretary or Returning Officer to appoint, sufficient enumerators to complete an enumeration of electors.

7. DESIGNATION OF VOTING SUBDIVISION (s.36)

The elected authority, by resolution, may divide the local jurisdiction into voting subdivisions but may not do so between the time of giving of notice of an election and the election day.

The Returning Officer, if authorized by a resolution of the elected authority, may divide the local jurisdiction into voting subdivisions.

If voting subdivisions are not established, the area or the ward is considered to be one voting subdivision.

8. DESIGNATION OF VOTING STATION (s.37)

The Returning Officer shall establish one voting station for each voting subdivision and the location may be outside of the boundaries of the area.

9. MODIFIED VOTING SYSTEM (s.161)

An elected authority may apply for a modified voting system which would provide for more than one voting station per voting subdivision. (See Regulation 123/87, Sample Application Form and Sample By-law in Part VI)

10. INSTRUCTIONS FOR VOTERS (s.45)

Post, Form 7, Instructions For Electors, in each of the voting compartments and at the voting stations.

PART II

11. CANDIDATE'S AGENTS (s.69)

A candidate may, by written notice to the presiding deputy, appoint an agent(s) to represent him at a voting station. The agent shall be at least 18 years of age. A candidate's agent shall subscribe to a statement in the prescribed form before a deputy at the voting station. (Form 10).

12. VOTING MACHINES (s.84)

The elected authority may, by by-law, make provision for the taking of votes of the electors by way of voting machines, vote recorders, or automated voting systems.

If an elected authority does make provision for the use of voting machines, vote recorders, or automated voting systems, then the by-law must also make provision for:

* Form of ballot;
* Directions for marking ballots; and
* Directions for voting procedure including taking of votes, examination of ballots to determine which votes should be declared void, counting of ballots and recounts.

The by-law must conform with the provisions of the Local Authorities Election Act as closely as possible and sections 85 and 103 to 115 do not apply when the votes are taken by this method.

PART II

13. NOTICE OF ELECTION

DATE OF ELECTION DAY (s.10 and 11)

* Local Jurisdictions Other Than Summer Villages: The third Monday in October unless a bylaw is passed prior to June 30, in the year in which a general election is to be held allowing the election to be held on the Saturday immediately preceding the 3rd Monday in October.
* Summer Villages: Four weeks after Nomination Day, which is August 15, 1992.

PROVIDING FOR NOTICE OF ELECTION (s.35) The Returning Officer shall give notice of an election in the prescribed form (Form 4) by:

* Publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper circulating in the area (the week of October 4 to 10, and the week of October 11 to 17); or,
* If there is no newspaper circulating in the area, by
* Mailing or delivering a notice to every residence in the local jurisdiction at least 2 weeks before election day. In complying with the above the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as he considers appropriate.

PART II

14. ADVANCE VOTE

AUTHORIZING AN ADVANCE VOTE (s.73) An elected authority may by resolution provide for the holding of an advance vote. The resolution shall state the days and the hours when the advance vote will be held.

ESTABLISHING DATE(S) OF ADVANCE VOTE [s.73(2)] No advance vote may be held within 24 hours of election day.

PROVIDING FOR NOTICE OF ADVANCE VOTE (s.74 & 35) Notice for an advance vote must be given in the same form as prescribed under section 35 by:

* publishing the notice at least 1 week before the date set for the advance vote in a newspaper circulating in the areas, or
* posting the notice in at least 4 widely separated and conspicuous places in the voting subdivision at least 1 week before the date set for the advance vote, or
* both publishing and posting the notice. The notice may be published and posted as many times as the Returning Officer considers desirable.

ADVANCE VOTING STATIONS (s.75) The Returning Officer shall establish the advance voting stations.

PART II

QUALIFICATIONS OF ELECTOR TO VOTE AT ADVANCE VOTE (s.76) To vote at any advance vote, an eligible elector:

* must have reason to believe he will be absent during the time fixed for the election,
* must be physically unable to attend at the regular voting station, or
* must be an officer or constable who has been provided with a certificate by the Returning Officer entitling him to vote under section 83(3) or 83(3.1).

The Deputy shall require all persons applying to vote at an advance voting station to make a statement in the prescribed form (Form 12).

PROCEDURE FOR ADVANCE VOTE (s.75) The same procedure as that used on election day shall be used except that when the ballot box is closed at the opening of the first day of the advance vote, it shall be kept closed and sealed at all times until the close of the voting stations on election day.

15. INSTITUTIONAL VOTE

PROVISION FOR AN INSTITUTIONAL VOTE (s.80) The Returning Officer may make provision for an institutional vote.

ESTABLISHING TIMES OF INSTITUTIONAL VOTE (s.81) The Returning Officer shall fix the times, on election day, at which the votes in the institution shall be taken, if an institutional vote is provided for.

16. INCAPACITATED ELECTOR AT HOME (s.79)

An elected authority may, by resolution, provide for the attendance of the Deputy at an incapacitated elector's place of residence during an election for the taking of the vote.

17. PRINTING OF BALLOTS (s.41)

The Returning Officer shall cause a sufficient number of ballots to be printed, in the prescribed form, (Form 6) at the expense of the local jurisdiction. MAKE SURE THAT YOU ORDER ENOUGH!!

PART II

USE OF A SEPARATE BALLOT (s.42) A separate ballot must be used for the office of:

* the mayor;
* the councillors;
* the school representatives or trustees;
* the members of a hospital district board;
* the members of a nursing home district board; and
* each question or by-law put to a vote.

EXPLANATORY NOTE - NUMBER OF CANDIDATES (s.42) Every ballot used in an election must contain a brief explanatory note stating the maximum number of candidates that can be voted for (Form 6).

CANDIDATES NAMES (s.43) The ballot shall name the candidates for that office on each ballot. The name on the ballot must be exactly the same as printed on the nomination form.

NAMES IN ALPHABETICAL ORDER (s.43) The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

BALLOTS IN LOTS (s.43) An elected authority may, by by-law passed at least 2 months before an election, authorize the ballots to be printed in as many lots as there are candidates.

In the first lot the candidates' names shall appear in alphabetical order. In the second lot the names shall appear in the same order, except that the first name in the first lot shall be placed last, and in each succeeding lot the candidates' names shall be in alphabetical order except the first name in the preceding lot shall be placed last.

PART II

The ballots, on election day, shall be arranged so that no 2 consecutive electors may receive ballot papers from the same lot such that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used.

BALLOT FOR BY-LAW OR QUESTION (s.44) The ballot for a vote on a by-law or question shall be in the form determined by resolution of the elected authority.

FORM OF BALLOT A sample of the ballot form (Form 6) is provided in Part VI.

PART II

18. MATERIALS FOR USE AT THE VOTING STATION (CHECK-LIST)

_____ Ballot Box(es) labelled with the voting station name or number

_____ Sealing equipment to seal ballot boxes (one set per station)

_____ Ballots (Councillor)

_____ Ballots (Mayor)

_____ Ballots (School Trustee)

_____ Ballots (Hospital Representative)

_____ Bibles (At least one per station)

_____ Pencils (At least one per voting compartment)

_____ Pens (For Election Officers)

_____ Rulers (At least one per station for crossing off names on the voters' list if one is being used)

_____ Local Authorities Election Act (one per station)

_____ Tables, chairs

_____ Boundary Maps (Optional)

_____ Packets in which to store election materials. Packets for each voting station should be prepared and labelled as follows:

_____ * Valid Ballots

_____ * Valid Ballots objected to together with notes of objection

_____ * Rejected ballots, including those on which no vote has been cast by an elector

_____ * Spoiled ballots

_____ * Unused ballots

_____ * The Voting Register together with the statements referred to in section (91.2)

PART II

20. FORMS FOR USE AT THE VOTING STATION

Prescribed Forms:

_____ * Oath of Returning Officer (Form 1)

_____ * Instructions for Electors (Form 7)

_____ * Voting Register - Local Jurisdictions (Form 8)

_____ * Voting Register - Summer Villages (Form 8 - S.V.)

_____ * Presiding Deputy's Certification (Form 9)

_____ * Statement of Agent (Form 10)

_____ * Statement Interpreter (Form 11)

_____ * Note of Objection to a Ballot (Form 13)

_____ * Ballot Account (Form 14)

Suggested Forms:

_____ * Election Officer Voting at Assigned Station

_____ * Election Officer Voting at Advance Vote.

PART II

21. MEETING THE PRESS

It would be appropriate for the Returning Officer to set out guidelines for the election officers to follow in meeting with the press and divulging information to the press. These guidelines should be presented to the election officers at the training session so that they know how to deal, in a consistent manner, with the press.

These guidelines are suggested for your use:

* Prior to election day, the Returning Officer should arrange to meet with the press to discuss election proceedings.
* In order to maintain consistency, one person should be the contact person for meeting with press representatives.
* Provide the press with a telephone number to call where the latest election results may be obtained.

You are reminded that the press cannot be present in the voting stations during the counting of the ballots (s.85).

22. TRAINING SESSION

The Returning Officer should plan a training session, prior to election day, for the deputies.

The ballots, forms, pencils, pens, elastics, voting compartment instructions and all other relevant material should be distributed to the deputies at this time.

This is also an appropriate time to have the returning officer, deputy, enumerator and constable subscribe to the official oath, in the prescribed form.

PART III

ON ELECTION DAY

PART III - ON ELECTION DAY

A. DURING VOTING HOURS

1. VOTING HOURS

LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.46) Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m. If a by-law is passed prior to June 30 in an election year the voting station may be opened before 10:00 a.m. Promptly at 8 p.m. on election day, the Deputy shall declare the voting station closed.

SUMMER VILLAGES (s.11) Voting hours shall be between the hours of 12 noon and 9 p.m.

2. VOTING TIME FOR EMPLOYEES

HOURS IN WHICH TO VOTE (s.58) An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting his vote.

TIME OFF WORK ALLOWED (s.58) If the hours of the employee's employment do not allow for 3 consecutive hours, his employer shall allow him any additional time for voting that is necessary to provide him the 3 consecutive hours, but the additional time for voting shall be granted at the convenience of the employer. In other words, if the employee's normal employment hours terminate at 5 p.m., said employee would have 3 consecutive hours in which to cast his vote, from 5 p.m. to 8 p.m.

NO PENALTIES (s.58) No employer shall make any deduction from the pay of an employee nor impose on him or exact from him any penalty by reason of his absence from his work during the 3 consecutive hours or part thereof.

PART III

TIME OFF EXCEPTION (s.58) If the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of his employment, there shall be no deduction from his pay nor any penalty applied.

3. VOTING STATION

ARRANGEMENT The diagrams provided in Part VI are some suggested voting station arrangements, all of which have been utilized by various municipalities.

POSTING INSTRUCTIONS (s. 45) Instructions for Electors, (Form 7) must be posted in the voting station and in each of the voting compartments. If necessary, you may also want to post directional signs from the building entrance to the room in which the voting station has been established. The instructions shall be printed in clearly legible characters in the prescribed form.

VOTING COMPARTMENTS (s.38) The Returning Officer shall ensure that each voting station is furnished with one or more voting compartments. Each voting compartment shall be arranged so that an elector is screened from observation and may mark his ballot without interference or interruption. Each compartment must be provided with a table, desk, or shelf with a hard surface, and a black lead pencil or other suitable marking instrument.

PART III

4. PERSONS AT THE VOTING STATION (s.67)

GENERAL Except for the returning officer, deputy, constable, candidates or agents authorized to attend at the voting station and the electors who are for the time being actually engaged in voting, no other person is entitled to be present, nor shall any other person be permitted to be present in the voting station during the time appointed for voting, except that the officer presiding at the voting station may authorize a person temporarily to observe the voting procedures from a location within the voting station designated by the officer. The officer shall not designate a location that would allow the observer to see how electors mark their ballots. A person permitted to be present in the voting station shall leave the voting station on the request of the officer.

ELECTOR-ELIGIBILITY TO VOTE - LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES (s.47) A person is eligible to vote in an election if he is:

* at least 18 years old;
* a Canadian citizen;
* has resided in Alberta for the 6 consecutive months immediately preceding election day; and
* is a resident in the local jurisdiction on election day,

unless another enactment requires him to be a proprietary elector.

Subject to section (47 1.2) sections 75, 79, and 81 of the Act, an elector is eligible to vote only at the voting station for the voting subdivision in which he resides.

PART III

ELECTOR-ELIGIBILITY TO VOTE - SUMMER VILLAGES (s.11 and Reg. 275/83) A person is entitled to vote at an election if he is:

* a proprietary elector of the summer village who is at least 18 years old;
* at least 18 years old and the spouse of a proprietary elector of the summer village; or
* at least 18 years old and not entitled to vote under the above two conditions but is a Canadian citizen and has resided in Alberta for the 6 consecutive months immediately preceding election day and resides in the summer village on election day.

Only an elector who is a resident of the summer village is entitled to vote at an election for school representatives. On a by-law or question with respect to any school matter, in order to qualify as a proprietary elector, a person shall meet all the requirements of a proprietary elector except that he is not required to be a resident. (Regulation 275/83 is quoted in Part VI)

PROPRIETARY ELECTOR [s.1(u) Municipal Government Act]

A Proprietary Elector means:

* an elector whose name appears on the assessment roll in respect of land liable to assessment and taxation for general municipal purposes;
* an elector who owns a share of the capital stock of a family farm corporation as defined in the Income Tax Act (Canada) if that family farm corporation appears on the assessment roll in respect of land liable to assessment and taxation for general municipal purposes; and
* an elector who is liable for the payment of a mobile unit licence.

PART III

RULES OF RESIDENCE (s.48)

* a person may have only one place of residence for the purposes of this Act;
* the residence of a person is the place where he lives and sleeps and to which, when he is absent, he intends to return;
* a person does not lose his residence by leaving his home for a temporary purpose;
* if a person leaves the area with the intention of making his residence elsewhere, he loses his residence within the area;

SCHOOL RESIDENT (s.48) A person who is a resident of a public school district or of a separate school district under the School Act is deemed to be a resident of the public school district or the separate school district, as the case may be, under the Local Authorities Election Act.

PART III

AGENTS AND/OR CANDIDATES (s.69) A candidate may, by written notice, appoint an agent(s) to represent him at a voting station. The agent shall be at least 18 years of age and must make a statement in Form 10. Only one agent per candidate may be present at a voting station at any time. The Deputy may designate the place or places where an agent may observe the election procedure. The absence of an agent at which an act or thing is to be done does not invalidate the act or thing provided it was done properly.

MAINTAINING THE PEACE (s.15) It is the Presiding Deputy's responsibility to maintain peace at the voting station. The Presiding Deputy, with the approval of the Returning Officer, may appoint a constable to maintain peace and may summon a police officer to assist.

5. VOTING PROCEDURE

HOURS: On election day the voting stations are open continuously from 10 a.m. to 8 p.m. or earlier if a by-law is passed prior to June 30 in election year directing this. As you must be present at the voting station for approximately 12 to 14 hours, remember to make arrangements for your meals, coffee, etc.

DISPLAYING AND SEALING THE BALLOT BOX (s.40) The Deputy or other person presiding at a voting station, immediately after opening the voting station, shall display the empty ballot box(es) to all present and then close and seal the ballot box and it shall remain closed and sealed during the hours of voting.

PART III

VOTING REGISTER - ELECTOR'S STATEMENT (Form 8) (s.52) Every person who presents himself at a voting station for the purpose of voting shall make a statement, in the prescribed form, that he is eligible to vote as an elector or as a proprietary elector, as the case may be, and that person on subscribing to the statement shall be permitted to vote.

ISSUING BALLOTS (s.59 & 60) When a person is permitted to vote, the officer shall deliver to the elector a ballot that has been folded and initialled by the officer in a manner that the initial will be visible without opening the ballot. The officer shall then, on the voting register, note with a check mark which ballots the person received.

DECLINED BALLOTS (s.66) If an elector returns a ballot stating that he is declining to vote, the elector is not entitled to another ballot for that office, and the deputy who is supervising at the ballot box shall deposit the declined ballot in the ballot box.

SPOILED BALLOTS (s.65) The Deputy may replace an inadvertently spoiled ballot by marking 'spoiled' on the ballot and issuing another ballot to the elector. Preserve the ballot in the 'spoiled ballot' packet.

PART III

UNCOMMON CIRCUMSTANCES

INTERPRETER (s.72) The Deputy may allow an interpreter to translate the statement and any other question necessary for the proper purposes of the election after the interpreter has subscribed to the prescribed statement.(Form 11).

INCAPACITATED ELECTOR (s.78) The Deputy, when requested, shall mark the vote for an incapacitated elector. The incapacitated elector must make the prescribed statement (Form 11), orally, before the Deputy marks the ballot.

A friend of an incapacitated elector, upon making the prescribed statement (Form 11), may mark the vote for an incapacitated elector.

6. ELECTOR VOTING

EXPLANATION REGARDING THE METHOD OF VOTING (s.61) A Deputy may, and on request shall, explain to an elector as concisely as possible the proper method of voting in accordance with the instructions to electors.

PART III

SECRECY OF VOTE (s.55) Voting shall be by secret ballot. While an elector is in the voting compartment for the purpose of marking his ballot, no other person may enter the voting compartment or be in a position from which he can see how the elector marks his ballot. (Exception: Procedure regarding incapacitated elector).

NUMBER OF VOTES (s.57) An elector may vote once for each of the persons he chooses to vote for. An elector may not vote for more than the number of persons to be elected to the office, but he may vote for less.

MARKING OF BALLOTS [s.62 & 86(3)] On receiving the ballots that an elector is entitled to receive from a deputy presiding at the voting station, the elector shall forthwith proceed into the voting compartment provided and shall mark each of his ballots:

* By marking an 'X' on the right hand side opposite the name of the candidate of his choice, or within the division on the paper containing the name of the candidate of his choice, and
* in the case of a ballot for a by-law or question, by placing an 'X' within the division of the paper marked 'for' or 'against' or within the division of the paper marked 'yes' or 'no', whichever way he desires to vote.
* Notwithstanding the above two conditions, if the intent of a marking is clear, the Deputy may count that ballot.

DEPOSITING BALLOTS (s.63) After marking the ballot, the elector shall fold the ballot so that the nature of his vote is not visible and the initials of the issuing officer are exposed.

The deputy supervising the ballot box shall verify the initials and promptly deposit the ballot in the ballot box.

PART III

7. ELECTION OFFICER'S VOTE (s.83)

If a deputy or constable has not voted at the advance vote and has not been appointed to a voting station where he is entitled to vote, he may request the Returning Officer to provide him with a certificate stating that he is entitled to vote at the voting station to which he has been assigned. This vote can be cast anytime during voting hours. The certificate must be attached to the voting register.

8. CLOSE OF THE VOTING STATION AND VOTING THEREAFTER (s.46)

Promptly at 8 p.m., the Deputy shall declare the voting station closed. Any elector still remaining within the voting station shall be permitted to vote.

PART III

B. AFTER VOTING HOURS

1. COUNTING OF VOTES (s.85)

Immediately after the closing of the voting station (when all of the electors have finished voting and have left the voting station), the Presiding Deputy shall, in the presence of at least one other officer, open each ballot box and prepare to count the votes. The Presiding Deputy shall not permit more than the candidate or his agent to be present at the counting of the votes. Candidates and agents are permitted to observe only, they may run their own tally sheet but may not participate in the official count.

During the counting process it is important to be consistent in determining the acceptability of the ballot. For example, if a check mark is recognized as being valid because the intent of the voter is clear, then the same principle must be applied to similarly marked ballots.

Many Presiding Deputies conduct an initial count of all the ballots contained in the ballot box to determine the total. The total is then used as a base in arriving at a balance with the total number of ballots issued to electors, taking into account ballots spoiled, ballots rejected, ballots declined and ballots counted. The total number of ballots issued by the deputy returning officer to deputies can then be confirmed by adding the number of unused ballots.

2. THE USE OF TALLY SHEETS

Tally sheets are used to facilitate the counting of votes. These can be developed in any form which would prove to be convenient with respect to the type of election being conducted.

PART III

3. CLASSIFICATION OF BALLOTS (s.91)

During the actual counting process, the election officers will be involved in classifying ballots. Individual packets, for preserving the various classification of ballots, should have been prepared and labelled in advance. These are identified as follows:

* the valid ballots
* the valid ballots objected to together with the notes of objections made to the ballots found in the ballot box
* the rejected ballots, including those on which no vote has been cast by an elector
* spoiled ballots;
* unused ballots
* voting register together with the statements

PART III

BALLOT VALIDITY

VOID BALLOTS (s.86) Void ballots are those:

* That do not bear the initials of the officer.
* On which more votes are cast than an elector is entitled to vote for. However, an elector may vote for less than the maximum number indicated.

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	X
BROWN, E.O.	
GREEN, A.	X
ORANGE, V.K.	X
YELLOW, I.V.	X
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

void

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	
BROWN, E.O.	X
GREEN, A.	X
ORANGE, V.K.	X
YELLOW, I.V.	
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

valid

On which anything is written or marked by which an elector can be identified.

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	yes
BROWN, E.O.	yes
GREEN, A.	no
ORANGE, V.K.	yes
YELLOW, I.V.	no
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

void

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	I like
BROWN, E.O.	these
GREEN, A.	three
ORANGE, V.K.	—
YELLOW, I.V.	—
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

valid

Which are not marked with an "X". However, if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot. (s83(3)).

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	
BROWN, E.O.	✓
GREEN, A.	
ORANGE, V.K.	✓
YELLOW, I.V.	✓
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

Valid

(P.D. Option)

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS	
BLACK, S.T.	0
BROWN, E.O.	0
GREEN, A.	
ORANGE, V.K.	
YELLOW, I.V.	0
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3).	

Valid

(P.D. Option)

PART III

That has been torn, defaced or otherwise dealt with by an elector so that he can thereby be identified

On which no vote has been cast by the elector

MARKING OF VOID BALLOTS (s.86) If a ballot is void, a Deputy must, on the back of the ballot, record the word 'rejected' and his initials.

BALLOTS OBJECTED TO (s.87) If a candidate or his agent objects to a ballot being counted or rejected, the objection must be recorded on the 'Note of Objection to Ballot' form (Form 13) opposite a consecutive number. This number, together with the Deputy's initials, must then be recorded on the back of the ballot which has been objected to. If the objection refers to a rejected ballot, then the Deputy must also record, on the back of the ballot, 'rejection objected to'.

5. BALLOT ACCOUNT (s.89)

After all of the ballots have been counted, the 'Ballot Account' form (Form 14), must be completed and signed by at least two Deputies and by those candidates or their agents present who desire to sign it.

THE BALLOT ACCOUNT MUST BE KEPT SEPARATE FROM ALL OTHER MATERIALS SO THAT IT CAN BE HAND DELIVERED TO THE RETURNING OFFICER.

PART III

6. PRESIDING DEPUTY'S CERTIFICATION (s.90)

The Presiding Deputy must certify in words, the number of persons who voted at the voting station at which he was appointed to preside (Form 9). The certification must be placed on top of the stack of completed voting register forms so that it will be part of the voting register.

7. SECURITY OF ELECTION MATERIALS (s.91)

Election materials must be placed in separate packets labelled as follows:

* the valid ballots;
* the valid ballots objected to together with the notes of objections made to the ballots found in the ballot box;
* rejected ballots, including those on which no vote has been cast by an elector;
* spoiled ballots;
* the unused ballots; and
* voting register together with the statements on completion of ballot count

Seal (s.93) each of the packets and place them in the ballot box, along with the list of electors, if used. Close and seal the ballot box.

DO NOT PLACE ANY OTHER MATERIALS OR SUPPLIES IN THE BALLOT BOX.

PART III

8. DELIVERY OF ELECTION MATERIALS TO THE RETURNING OFFICER (s.94)

The Presiding Deputy must personally deliver to the Returning Officer, the ballot account form, and the sealed ballot boxes.

9. DECLARATION OF ELECTION RESULTS (s.95, 97, 99)

As the results are received from the voting stations, the Returning Officer may publish unofficial results. The candidate(s) receiving the highest number of votes shall be declared to be elected.

In the event of an equality of votes, the Returning Officer must write the names of those candidates separately on blank sheets of paper of equal size, color and texture. These must be folded in a uniform manner so that the names are concealed and then placed in a receptacle. The Returning Officer must then direct some person to withdraw one name which is declared by the Returning Officer to have one more vote than the other candidate.

PART IV

AFTER ELECTION DAY

PART IV - AFTER ELECTION DAY

1. DELIVERY OF ELECTION MATERIAL TO SECRETARY (s.100)

The Returning Officer must deliver to the Secretary the sealed ballot boxes, the ballot account and the nomination papers as soon as practicable after the election.

The ballot account and nomination papers may be examined by an elector during regular business hours in the presence of the secretary.

2. RETURNING OFFICER'S RECOUNT (s.98)

There are two situations where a Returning Officer may consider making a recount:

* If the Returning Officer considers that the number of valid ballots objected to or rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be; or,
* If a candidate or agent shows grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count is inaccurate.

PART IV

The recount shall be conducted prior to the declaration of the results of the election which is noon on the 4th day following the election.

In the event that a candidate or agent has requested a recount, the request must be made within 44 hours of the closing of the voting stations. Twelve hours prior to the Returning Officer's recount, the Returning Officer must notify the candidates who may be affected and those officers that he considers necessary to assist in the recount.

The counting procedure must be the same as that used by the Deputy at the voting station when counting the ballots.

PART IV

RESULTS OF THE RETURNING OFFICER'S RECOUNT (s.98.3)
After the recount, the Returning Officer shall correct the ballot account if necessary, and secure again all of the election materials in a closed and sealed ballot box as was done at the original count.

A declared vote of equality at the original count of ballots shall be counted at the recount only if the recount confirms the equality.

If the recount results in an equality of votes different from the result of the original count and it is necessary to determine which candidate is elected, the 'drawing procedure' would be applied (s.99).

3. OFFICIAL RESULTS (s.97)

At noon on the 4th day after election day, at the office of each local jurisdiction for which an election was held, the Returning Officer shall announce, and/or post, a statement of the results, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

The Returning Officer shall, if the result was announced, post in some conspicuous place, a statement signed by him showing the number of votes cast for each candidate.

A signed statement completed by the Returning Officer, noting the number of votes for each candidate and a declaration of the candidates elected must be forwarded to the relevant Minister's Deputy Minister and the secretary. (Sample Form of Official Election Results is provided in Part VI).

PART IV

4. JUDICIAL RECOUNT (s.103)

Within 19 days of the close of the voting stations on election day, any elector may apply to the court by notice of motion for a recount.

The elector shall file an affidavit with the Clerk of the Court stating that the presiding officer at the election did improperly count or reject ballots.

The elector shall deposit with the clerk $300 in cash certified cheque, cash order, or money order as security for the payment of costs and expenses.

The applicant, at least 3 days prior to the application for a recount, shall serve a copy of the notice of motion and affidavit on the Secretary, Returning Officer, and all candidates for the affected office.

The Judge shall set the day, time, and place for the holding of a judicial recount.

The Secretary shall be present at the judicial recount with the sealed ballot boxes and the ballot account which were used at the election.

RESULTS OF THE JUDICIAL RECOUNT The Judge will certify the result of the recount to the Secretary who will post a statement in his office declaring the result.

PART IV

5. ORGANIZATIONAL MEETING

LOCAL JURISDICTIONS OTHER THAN SUMMER VILLAGES [(s.39) Municipal Government Act] The Organizational Meeting of a council shall be held annually, no later than 2 weeks after the 3rd Monday in October at a time and place fixed by the Municipal Secretary.

The Municipal Secretary shall give written notice of the meeting to each member of council indicating in the notice the date, time, and place of the Organizational Meeting. The notice shall be in accordance with section 43(4) of the Municipal Government Act.

SUMMER VILLAGES [(s.9) Municipal Government Act] The Organizational Meeting of a council shall be held not later than August 31st in any year.

The Municipal Secretary shall give written notice of the meeting to each member of council indicating in the notice the date, time, and place of the organizational meeting. The notice shall be in accordance with section 43(4) of the Municipal Government Act.

SCHOOL BOARD [(s.48) School Act] An Organizational Meeting of a Board shall be held annually, and, in any year in which a general election takes place, shall be held within 4 weeks following the date of that election, at a time and place fixed by the Secretary of the Board.

The Secretary of the Board shall notify each trustee of the date, time, and place of the organizational meeting as if it were a special meeting in accordance with section 51 of the School Act.

PART IV

6. DISPOSAL OF ELECTION MATERIALS (s.101)

The Secretary, unless otherwise ordered by a judge, shall retain the ballot boxes with their seals unbroken for 6 weeks from the date of voting and then shall cause the ballot boxes to be opened and their contents destroyed in the presence of 2 witnesses and each of the 2 witnesses shall take an affidavit that he has witnessed the destruction of the contents of the ballot boxes. (Suggested affidavit form available in Part VI)

PART V

ADDITIONAL INFORMATION

PART V - ADDITIONAL INFORMATION

1. BY-ELECTIONS

DATE OF BY-ELECTION (s.10, 11) for all local jurisdictions including summer villages shall be on a day fixed by a resolution of the elected authority.

Proceedings for the conduct of a by-election shall be the same as for a general election except that, for summer villages, nominations shall be received by the Returning Officer between the hours of 11 a.m. and 12 noon on nomination day.

2. VOTE ON BY-LAWS AND QUESTIONS

PROCEEDINGS (s.6) If the Local Authorities Election Act or any other act provides for the submission of a by-law or question, then the by-law or question shall be submitted to a vote in accordance with the Act.

BALLOT (s.44) The ballot shall be in a form determined by resolution of the elected authority.

AGENTS (s.70) When requested in writing by two or more electors, the Returning Officer shall appoint in writing those persons named in the request as agents to attend at the voting stations on behalf of those persons in favor of the by-law or question. The Returning Officer should follow the same procedure for the appointment of agents representing those in opposition. Not more than one agent for each side of the by-law or question may be in attendance at the same time at a voting station or at a counting of the votes.

The Returning Officer may designate the place or places where an agent may observe the election procedure.

The agent is required to subscribe to an agent's statement in the prescribed form (Form 10) and must be at least 18 years of age.

RESULTS (s.96) In the case of a vote on a by-law or question, when there is only one voting station, the Returning Officer shall declare the result of the vote immediately after he completes the counting of the ballots.

In the case of a vote on a by-law or question, if there is more than one voting station, the Returning Officer, after he has received the ballot boxes from all of the voting stations and without opening any of the sealed packets of ballots, shall calculate the number of ballots marked for and against the by-law or question from the ballot account of the number of ballots given and shall declare the result in accordance with section 97(2).

The Returning Officer shall, on declaring the result, certify the percentage of persons who have voted in the affirmative and exclude from the total number of ballots all ballots that have not been counted.

The Returning Officer shall forward a signed statement showing the number of votes for and against a by-law or question to the Secretary and the relevant Minister's Deputy Minister.

3. JOINT ELECTIONS (s.2)

An elected authority, by resolution, may authorize an agreement for holding an election in conjunction with one or more elected authorities in the same area.

The elected authority that is responsible for conducting the election has all the rights, powers, and duties of those elected authorities which have entered into the agreement.

PART V

4. MINISTERIAL POWERS

DIRECTIONS (s.5) The relevant Minister may give directions governing the conduct of any election or the vote on a by-law or question if he considers the provisions of the Local Authorities Election Act insufficient.

VOTE ON QUESTION (s.5) The relevant Minister may require, in conjunction with an election, that a vote be conducted on any question specified by him respecting any matter over which the elected authority has jurisdiction.

REGULATIONS (s.160) The Minister of Municipal Affairs may make regulations prescribing forms and their contents for use in an election and may establish standards for ballot boxes.

WARD SYSTEM (s.5) If there are wards in an area, the provisions of the Act respecting a general election apply unless specifically varied in the Act, and if the by-law, resolution or order establishing wards does not provide for any matter, the relevant Minister may by order, give direction as to that or any other matter or thing requisite to the proper conduct of an election.

ALTERING CONDUCT AND DATES OF ELECTIONS (s.5) The relevant Minister may decide any questions arising from the difficulty or impossibility of applying the Act and in so deciding, he may by order, alter dates prescribed by the Act for the doing of any matter or thing and may give other directions.

PART V

5. POWERS OF THE LIEUTENANT GOVERNOR IN COUNCIL (s.160 & 161)

REGULATIONS The Lieutenant Governor in Council may make regulations providing for any matter not provided for or insufficiently provided for in the Local Authorities Election Act but such a regulation would cease to be effective after the last day of the next ensuing session of the Legislature.

The Lieutenant Governor in Council may make regulations to permit a municipality to modify the election procedures, for example, establishing more than one voting station in a voting subdivision. This modification, without authorization of a regulation, would be contrary to section 37 of the Act.

It must be remembered that in all cases of proposed modification to the procedures, the elected authority must make application to the relevant minister for a Ministerial Order authorizing same (Regulation 123/87).

PART VI

SAMPLE FORMS
REGULATIONS AND INSTRUCTIONS
ON HOW TO FILL OUT ELECTION FORMS

FORM 1

OATH OF RETURNING OFFICER, DEPUTY, ENUMERATOR, CONSTABLE

LOCAL AUTHORITIES ELECTION ACT
(SECTION 16)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

I, _____ solemnly swear (affirm)
(Name of Person Taking Oath)

THAT that I will diligently, faithfully and to the best of my ability execute according to law the office of _____ .
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question.

THAT I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me at the)
)
_____ of _____)
)
in the Province of Alberta)
)
this _____ day of _____ A.D. 19___.)

_____ _____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

MAFP 751 (91/06)

FORM 2

NOTICE OF NOMINATION DAY

LOCAL AUTHORITES ELECTION ACT
(SECTION 26)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is _____ (Date) and that nominations for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between the hours of _____ (Start Time) and 12:00 Noon on Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Location (Address) of Local Jurisdiction Office:

_____

_____

_____

_____

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ A.D. 19 _____ .

_____
(Returning Officer)

MAFP 752 (91/06)

FORM 2 SV

NOTICE OF NOMINATION DAY FOR SUMMER VILLAGES

LOCAL AUTHORITES ELECTION ACT
(SECTIONS 11, 26)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is _____ and that nominations
(Date)

for the election of candidates for the following offices will be received up to the expiration of one (1) hour after the commencement of the annual meeting of the ratepayers. (Or, in the case of a by-election between the hours of 11:00 a.m. and 12:00 noon).

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Time of Annual Meeting: _____

Location of Annual Meeting: _____

_____

_____

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ A.D. 19 _____ .

_____
(Returning Officer)

MAFP 752A (91/06)

FORM 3

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 11, 21, 22, 27, 47, 151)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

We, the undersigned electors of the _____ , nominate
(Name of Local Jurisdiction)

_____ of _____
(Candidate's First Name) (Middle Name or Initial) (Surname) (Address)

as a candidate at the election now about to be held for the office of _____
(Office Nominated For)

of the _____ .
(Name of Local Jurisdiction)

Signatures of at least 5 **ELECTORS ELIGIBLE TO VOTE** in this election in accordance with Sections 27 and 47 of the Local Authorities Election Act.

Printed Name of Elector	Address of Elector	Signature of Elector

CANDIDATE'S ACCEPTANCE

(Print name as it should appear on the ballot)

I, the said _____
(Surname) (Given Names)

named in the foregoing nomination, solemnly swear (affirm):

- THAT I am eligible under Sections 21 and 47 (and Section 11, in the case of Summer Villages) of the Local Authorities Election Act to be elected to the office; and
- THAT I am not otherwise disqualified under Section 22 of the Act; and
- THAT I will accept the office if elected; and
- THAT I have read Sections 11, 21, 22, 47, and 151 of the Act and understand their contents.

SWORN (AFFIRMED) before me at the)
)
_____ of _____)
)
in the Province of Alberta)
)
this _____ day of _____ A.D. 19 _____ .) _____
(Candidate's Signature)

_____
(Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

FORM 4

NOTICE OF ELECTION

LOCAL AUTHORITIES ELECTION ACT
(SECTION 11, 35, 46)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Voting will take place on the _____ day of _____ A.D. 19 _____ , between the hours of _____ (Start Time) and _____ (Closing Time) . Voting stations will be located at:

_____

_____

_____

_____

DATED at the _____ of _____
in the

_____ _____ _____

Province of Alberta, this day of A.D. 19

_____
(Returning Officer)

MAFP 754 (91/06)

FORM 5

NOTICE OF VOTE ON A BYLAW OR QUESTION

LOCAL AUTHORITES ELECTION ACT
(SECTIONS 6, 11, 35, 46)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Notice is hereby given that a vote of the electors (or proprietary electors) will be held on the following:

(Specify Bylaw or Question to be voted on:)

Voting will take place on the _____ day of _____ A.D. 19 _____ , between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at:

_____

_____

_____

_____

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ A.D. 19 _____ .

_____
(Returning Officer)

MAFP 755 (91/06)

FORM 6

BALLOT

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 42, 43, 44)

BALLOT FORM FOR MAYOR

ELECTION OF MAYOR FOR THE _____ (Local Jurisdiction)

(List Names of Candidates Below)

This ballot shall not be marked for more than one (1) candidate.

BALLOT FORM FOR OTHER OFFICES

ELECTION OF _____ (Office) FOR THE _____ (Local Jurisdiction)

(List Names of Candidates Below)

The maximum number of candidates that can be voted for is _____. (Number)

USING SEPARATE BALLOTS FOR EACH OFFICE

A separate ballot shall be used for:

- the office of mayor
- the offices of councillors;
- the offices of school representative or trustee;
- the offices of members of a hospital district board;
- the offices of members of a nursing home district board.

A ballot for a vote on a bylaw or question shall be in the form determined by resolution of the elected authority.

ARRANGING THE NAMES ON THE BALLOTS

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) applies.

INDICATING THE NUMBER OF CANDIDATES WHO CAN BE VOTED FOR

Every ballot used in an election for a member of an elected authority of district board must contain a brief explanatory note stating the maximum number of candidates who can be voted for in order not to make the ballot void and, every ballot used in an election for mayor must contain a brief explanatory note stating that the ballot shall not be marked for more than 1 candidate.

MAFP 756(91/06)

FORM 7

INSTRUCTIONS FOR ELECTORS

LOCAL AUTHORITIES ELECTION ACT
(SECTION 45)

TO VOTE:

- Mark each ballot by placing an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, but not for more.

EXAMPLES OF HOW TO MARK BALLOTS

BALLOT FORM FOR THE ELECTION OF MAYOR

ELECTION OF MAYOR FOR THE (Local Jurisdiction)

Blue, A. C.	
Red, V. E.	X
White, J. B.	

This ballot shall not be marked for more than one (1) candidate.

BALLOT FORM OTHER THAN FOR THE ELECTION OF MAYOR

ELECTION OF (Office) FOR THE (Local Jurisdiction)

Black, S. T.	
Brown, E. O.	X
Green, A.	X
Orange, V. K.	
Yellow, I. V.	X

The maximum number of candidates that can be voted for is three (3).

- Fold each ballot so that your markings are concealed and the initials of the deputy who issued the ballot(s) are visible.

AFTER MARKING YOUR BALLOT(S):

- Hand the ballot(s) to the deputy supervising the ballot box. The deputy will deposit the ballot(s) in the ballot box.
- You have now completed the voting process. Please leave the voting station.

BYLAW OR QUESTION BALLOT:

- In the case of a ballot for a bylaw or question, mark the ballot by placing an "X" opposite either "For" or "Against" or opposite either "Yes" or "No".

SPOILED BALLOT(S):

- If you have marked your ballot in error, or defaced it in any way, you may return it and obtain a replacement from the deputy who gave it to you.

If a ballot is torn, defaced, or otherwise dealt with by an elector so that the elector can be identified, the ballot is void and shall not be counted.

- A PERSON MAY ONLY VOTE ONCE IN AN ELECTION -

IT IS AN OFFENCE TO TAKE A BALLOT OUT OF A VOTING STATION

MAFP 757(91/06)

FORM 8

VOTING REGISTER

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 52, 53, 59, 78)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

STATEMENT OF ELECTOR ELIGIBILTY

I, _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the 6 consecutive months immediately preceeding Election Day:
- I am resident of the Voting Subdivision or Ward on Election Day; and

Where applicable: (Check [✓] One) ☐ I am a public school resident, or
☐ I am a separate school resident; and

Where applicable: (Check [✓]) ☐ I am eligible to vote as a proprietary elector.

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER

VOTER NUMBER: _____

BALLOTS ISSUED TO ELECTOR (Check [✓])

☐ Mayor
☐ Aldermen or Councillors
☐ Public School Trustee/Representative
☐ Separate School Trustee/Representative
☐ Bylaw or Question
☐ Hospital Board Member
☐ Nursing Home Board Member
☐ Money Bylaw

OBJECTION TO PERSON VOTING	Name of Candidate/Agent Making Objection:	Deputy's Initials:
	Reason for Objection:	
INCAPACITATED ELECTOR	Ballot of Incapacitated Elector Was Marked By Another Person (Check [✓]) ☐	
	Reason:	
OTHER		

MAFP 758(92/04)

FORM 8 SV

VOTING REGISTER FOR SUMMER VILLAGES

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 11, 52, 53, 59, 78)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

STATEMENT OF ELECTOR ELIGIBILTY

I, _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election: and
- I am 18 years of age or older; and
- I am a Canadian Citizen; and
- I am a proprietary elector or the spouse of a proprietary elector; or
  I have resided in Alberta for the 6 consecutive months immediately preceeding Election Day and am a resident of the Summer Village on Election Day; and

For School Purposes (If Applicable): I am a resident of the Summer Village, and

(Check [✓] one)
- ☐ I am a public school resident, or
- ☐ I am a separate school resident; and

Where Applicable: (Check [✓]) ☐ I am eligible to vote as a proprietary elector.

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER

VOTER NUMBER: _____

BALLOTS ISSUED TO ELECTOR (Check [✓])

- ☐ Aldermen or Councillors
- ☐ Public School Trustee/Representive
- ☐ Separate School Trustee/Representative
- ☐ Money Bylaw
- ☐ Bylaw or Question
- ☐ Hospital Board Member
- ☐ Nursing Home Board Member

OBJECTION TO PERSON VOTING	Name of Candidate/Agent Making Objection:	Deputy's Initials:
	Reason for Objection:	
INCAPACITATED ELECTOR	Ballot of Incapacitated Elector Was Marked By Another Person (Check [✓]) ☐	
	Reason:	
OTHER		

MAFP 758A(92/04)

FORM 9

PRESIDING DEPUTY'S CERTIFICATION, AND STATEMENT ON COMPLETION OF BALLOT COUNT

LOCAL AUTHORITIES ELECTION ACT
(SECTION 90, 91)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD: _____ VOTING STATION: _____

I, _____ certify that the number of persons who are
(Name of Presiding Deputy)

registered to vote at this voting station is _____ _____ ,
(Figures) (Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

_____
(Signature of Presiding Deputy Returning Officer)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAFP 759 (91/06)

FORM 10

STATEMENT OF AGENT

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 69, 70)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

DATE OF ELECTION (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____ , of the _____
(Name of Agent) (Name of Local Jurisdiciton)
in the Province of Alberta, am at least 18 years of age and,

(a) **FOR THE PURPOSES OF AN ELECTION,** will act as agent on behalf of

_____ for the office of _____
(Name of Candidate) (Office for which Candidate was Nominated)

OR

(b) **FOR THE PURPOSES OF A VOTE ON A BYLAW,** will act as agent for those persons who are interested in

(Check [✓] One) ☐ **promoting** the passing of Bylaw No. _____

☐ **opposing** the passing of Bylaw No. _____

OR

(c) **FOR THE PURPOSES OF A VOTE ON A QUESTION,** will act as agent on behalf of those persons who are interested in

(Check [✓]One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

_____
(Signature of Agent)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAFP 780(91/08)

FORM 11

STATEMENT OF INTERPRETER, INCAPACITATED ELECTOR, FRIEND OF INCAPACITATED ELECTOR

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 72, 78)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (IF APPLICABLE): _____ VOTING STATION: _____

STATEMENT OF INTERPRETER

I, _____ (Name of Interpreter) of _____ (Local Jurisdiction)
in the Province of Alberta, will faithfully translate such statements, questions and answers that the deputy returning officer may require to be translated at this election and I will keep secret all information which may come to me by virture of being the interpreter for _____ (Name of Elector)

_____
(Signature of Interpreter)

STATEMENT OF INCAPACITATED ELECTOR

VERBAL STATEMENT

Are you _____ (Name of Incapacitated Elector) _____ of _____ (Local Jurisdiction)
in the Province of Alberta, unable to mark your ballot in the usual manner because you are unable to read, or you are incapacitated by blindness, or you are incapacitated by a physical condition.

STATEMENT OF FRIEND OF INCAPACITATED ELECTOR

I, _____ (Name of Friend of Incapacitated Elector) of _____ (Local Jurisdiction)
in the Province of Alberta, am the friend of _____ (Name of Incapacitated Elector), an incapacitated elector. I will read the ballot to my friend and will mark the ballot in accordance with my friend's instructions. I will keep secret all information which may come to me by assisting my friend.

_____
(Signature of Friend of Incapacitated Elector)

IT IS AN OFFENCE TO MAKE OR SIGN A FALSE STATEMENT

(FILE WITH ELECTOR'S VOTING REGISTER FORM)

FORM 12

STATEMENT FOR ADVANCE VOTE

LOCAL AUTHORITIES ELECTION ACT
(SECTION 77)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

I, _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election and:

I have reason to believe that I will be absent from the _____
(Name of Local Jurisdiction)
on election day as noted above, and unless I am permitted to vote prior to election day, I will be unable to cast my vote at this election, or

Because of physical disability, it will be impossible or extremely difficult to attend at the regular voting station and unless I am permitted to vote prior to election day, I will be unable to cast my vote at this election.

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAFP 762(91/09)

FORM 13

NOTE OF OBJECTION TO A BALLOT

for _____
(Name of Office, Bylaw or Question)

LOCAL AUTHORITIES ELECTION ACT
(SECTION 87)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD(If Applicable): _____ VOTING STATION: _____

Objection Number	Name of Agent/Candidate Making Objection	Reason for Objection
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

MAFP 753 (01/08)

FORM 14

BALLOT ACCOUNT
for _____

(Name of Office, Bylaw, or Question)

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 88 AND 89)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

DATE OF ELECTION: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

Names of Candidates (or Question, or Description of Bylaw)	Number of VALID Ballots Marked for Each Candidate (or For and Against on a Question or Bylaw)

(Continue on Reverse if Required)

(a) Number of Ballots Supplied _____

(b) Valid Ballots _____

Valid Ballots Objected To _____

(c) Rejected Ballots + _____

Rejected Ballots On Which No Vote Was Cast By An Elector _____

(d) Spoiled Ballots + _____

(e) Unused Ballots + _____

(f) Ballots Not Accounted For + _____

Total Ballots = _____

*Total Ballots in (b), (c), (d), (e) and (f) must equal number in (a).

DATED this _____ day of _____ , A.D. 19 _____ .

(Signatures of at least 2 Deputies)

_____

_____

(Signatures of Candidates/Agents who desire to sign)

_____

_____

(HAND THIS FORM TO THE RETURNING OFFICER)

MAFP 764(01/06)

FORM 15

DISCLAIMER BEFORE A COMPLAINT

LOCAL AUTHORITIES ELECTION ACT
(SECTION 144)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

I, _____ , disclaim all right to the
(Name of Person Disclaiming)

office of _____ of _____
(Name of Local Jurisdiction)

and all defence of any right I may have to it.

_____ _____ _____ _____
(Signature of Witness) (Signature of Person Disclaiming) (Date)

MAFP 765 (91/06)

FORM 16

DISCLAIMER AFTER MOTION

LOCAL AUTHORITIES ELECTION ACT
(SECTION 143)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

I, _____ , on whom notice of motion
(Name of Person Disclaiming)

in the nature of quo warranto has been served for the purpose of contesting my right

to the office of _____ of _____
(Name of Local Jurisdiction)

disclaim that office and all defence of any right I may have to it.

_____ _____ _____
(Signature of Witness) (Signature of Person Disclaiming) (Date)

MAFP 766 (91/06)

SUGGESTED FORM 1

ELECTION OFFICER VOTING AT ASSIGNED STATION

LOCAL AUTHORITIES ELECTION ACT
(SECTION 83 [1])

LOCAL JURISDICTION _____, PROVINCE OF ALBERTA

TO PRESIDING DEPUTY RETURNING OFFICER

_____ , having been duly authorized and appointed
(Name of Election Officer)

as an Election Officer in the Local Authorities Election on _____ is
(Date of Election)

hereby authorized to cast his / her vote at the voting station at which he / she is stationed and this shall be your authority for allowing such vote to be cast.

_____
RETURNING OFFICER

SUGGESTED FORM 2

ELECTION OFFICER VOTING AT AN ADVANCE VOTE

LOCAL AUTHORITIES ELECTION ACT
(SECTION 83 [3] AND 83 [3.1])

LOCAL JURISDICTION _____, PROVINCE OF ALBERTA

TO PRESIDING DEPUTY RETURNING OFFICER

_____, having been duly authorized and appointed
(Name of Election Officer)

as an Election Officer in the Local Authorities Election on _____ is hereby authorized to cast his /her vote at an advance vote, and this shall be your authority for allowing such vote to be cast.

_____
RETURNING OFFICER

Alberta
MUNICIPAL AFFAIRS

OFFICIAL ELECTION RESULTS

pursuant to Section 97/(4) Local Authorities Election Act

MUNICIPALITY _____

Division/ Ward No.	Names of Candidates as appeared on ballot	Mailing Address of Candidates	(M) Male (F) Female	(X) if incumbent	(X) if declared elected	No. of Votes Received (A = Acclaimed)
	Mayor					
	Councillors/Aldermen					

No. of Actual Voters _____

No of Eligible Voters _____ (18 years and older per Population Affidavit)

I HEREBY CERTIFY THIS TO BE A TRUE STATEMENT OF THE RESULTS OF THE ELECTION HELD ON

_____
DATE OF ELECTION

_____
SIGNATURE OF RETURNING OFFICER

AFFIDAVIT OF WITNESSES - DESTRUCTION OF ELECTION MATERIALS

LOCAL AUTHORITIES ELECTION ACT
(SECTION 101)

I, _____ , do hereby swear (solemnly affirm) that on _____ , I did witness the destruction of the contents of the ballot boxes used in the election held on _____ , at the _____ of _____ .

I, _____ , do hereby swear (solemnly affirm) that on _____ , I did witness the destruction of the contents of the ballot boxes used in the election held on _____ , at the _____ of _____ .

SWORN (AFFIRMED) before me at the)
_____ of _____)
in the Province of Alberta this)
_____ day of _____ A.D. 19 ____ .)

_____
WITNESS

_____
WITNESS

_____
COMMISSIONER FOR OATHS

MAPP 563 (89/02)

REGULATION 275/83

SUMMER VILLAGE ELECTION REGULATION
LOCAL AUTHORITIES ELECTION ACT
(EFFECTIVE JULY 13, 1983)

1. In this regulation "Act" means the Local Authorities Election Act.

2. For the purposes of section 11(1)(b) of the Act "proprietary elector" in respect of a summer village means a person who is a Canadian citizen who has resided in Alberta for the 6 consecutive months immediately preceding election day and

(a) whose name appears on the assessment roll in respect of land located within the summer village that is liable to assessment and taxation for the general municipal purposes of the summer village, or

(b) who holds a mobile unit licence under the Municipal Government Act in respect of a mobile unit located within the summer village.

3. In the case of an election for councillors in a summer village every nomination of a candidate shall

(a) be in a form prescribed under the Act in respect of section 27 of the Act, and

(b) be signed by at least 5 persons eligible to vote in that election.

REGULATION 335/83

ELECTION OF MAYOR REGULATION
LOCAL AUTHORITIES ELECTION ACT
(EFFECTIVE AUGUST 31, 1983)

1. (1) In a city or town the mayor shall be elected by the vote of the electors of the entire municipality.

(2) In a village the mayor shall (not later than 6 weeks after the 3rd Monday in September) be elected annually by the councillors from among their own number.

(3) In a municipal district the reeve shall (not later than 6 weeks after the 3rd Monday in September) be elected annually by the councillors from among their own number.

(4) In a summer village the mayor shall (not later than August 31) be elected annually by the councillors from among their own number.

REGULATION 73/84

BY-LAW OR QUESTION VOTE RECOUNT REGULATION
LOCAL AUTHORITIES ELECTION ACT
(EFFECTIVE FEBRUARY 29, 1984)

1. If an agent appointed under section 70 of the Local Authorities Election Act disagrees with the record of the result of the count of votes as shown by the ballot account of the officer presiding at a voting station the agent may, on showing reason for the disagreement, make an application for a recount in accordance with section 98 of that Act.

REGULATION 272/91

The election forms have all been revised to reflect the amendments made to the legislation. Alberta Regulation 272/91 makes the Forms Regulation and came into force on September 1, 1991. The forms contained in the 1989 edition of the Procedure Manual to the Local Authorities Election Act will not be valid after August 31, 1991. Forms Regulations 66/89 is repealed.

REGULATION 622/91

BALLOT BOX REGULATION
LOCAL AUTHORITIES ELECTION ACT
(EFFECTIVE JULY 31, 1991)

1. In this regulation,

(a) "Act" means the Local Authorities Election Act;

(b) "tape" means tape with adhesive on one side and which is of sufficient strength that it cannot be removed from a cardboard ballot box without being cut or without defacing the cardboard ballot box;

(c) "seal" means a closure applied to a ballot box in accordance with the Act that must be broken to be opened.

Permanent ballot boxes

2. Each ballot box shall be made of durable material and constructed so that ballots can be deposited into the ballot box and cannot be withdrawn unless the ballot box is opened and the seal broken.

Cardboard ballot boxes

3. An elected authority may use cardboard ballot boxes if each box

(a) is constructed of a minimum 175 pound test cardboard,

(b) meets the following minimum dimensions as set out in the Schedule:

(i) width, 22 centimeter;
(ii) length, 36 centimeter;
(iii) height, 36 centimeter;)

(c) has 4 flaps at 2 ends, as set out in the Schedule, which meet or overlap when closed and taped, so as to prevent the removal of ballots unless the ballot box is opened by cutting the tape, and

(d) has one slot for the deposit of ballots, the width of which is .5 centimeter and the length of which is discretionary.

4 A cardboard ballot box being used at an election shall be closed and sealed by closing the flaps and placing a piece of tape over the entire adjoining edges and the ends of the closed flaps, such that the tape prevents the flaps from being opened without first cutting the tape.

Repeal

5 The Ballot Box Regulation (Alta. Reg. 286/85) is repealed.

Coming into force

6 This Regulation comes into force on September 1, 1991.

REGULATION 123/87

MODIFIED VOTING PROCEDURE REGULATION
LOCAL AUTHORITIES ELECTION ACT
(EFFECTIVE MAY 1, 1987)

1. Notwithstanding Section 37 of the Local Authorities Election Act, the returning officer of an elected authority that has passed a by-law in accordance with Section 161(2) of the Act may designate the locations of more than 1 voting station for a voting subdivision.

2. The Modified Voting Procedure Regulation (Alta. Reg. 288/85) is repealed.

3. This Regulation comes into force on May 1, 1987.

SAMPLE APPLICATION TO USE MODIFIED VOTING PROCEDURE

Department of Municipal Affairs (Date)
Municipal Services Branch
17th Floor, CityCentre
10155 - 102nd Street
Edmonton, Alberta
T5K 4L4

Attention: B. Myroniuk - Executive Director

Dear Sir:

Re Modified Voting Procedure

Please be advised that on_____(date)_____ Council passed the following resolution:

"Moved by Councillor_____(name)_____ .

That whereas the Local Authorities Election Act permits the operation of only one voting station for each voting subdivision the (name of municipality) hereby applies to the Department of Municipal Affairs for an Order authorizing the Council of the (name of municipality) to pass a by-law permitting the Returning Officer to designate more than one voting station in a subdivision."

"Carried."

Accordingly, Council hereby applies for the necessary Ministerial Order authorizing the passing of a (by-law to use) the modified voting system established by Regulation No. 123/87.

Yours truly,

_____
(Municipal Secretary, Manager, etc.)

SAMPLE BY-LAW TO ADOPT THE MODIFIED VOTING PROCEDURE

(NAME OF MUNICIPALITY)

By-Law # _____

BEING A BY-LAW TO ADOPT A MODIFIED VOTING PROCEDURE

Pursuant to the Provisions of the Local Authorities Election Act, Revised Statutes of Alberta, 1980, and amendments thereto, and under the authority of Ministerial Order number: _____ , the Council of , in the Province of Alberta, enacts as follows:

1. The _____ hereby adopts the modified system of conducting an election as prescribed by Alberta Regulation No. 123/87.

2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the Local Authorities Election Act.

3. This by-law shall come into force and effect upon the date of the passing of the third and final reading.

Read a first, second, and third time and finally passed this day _____ of 19_____

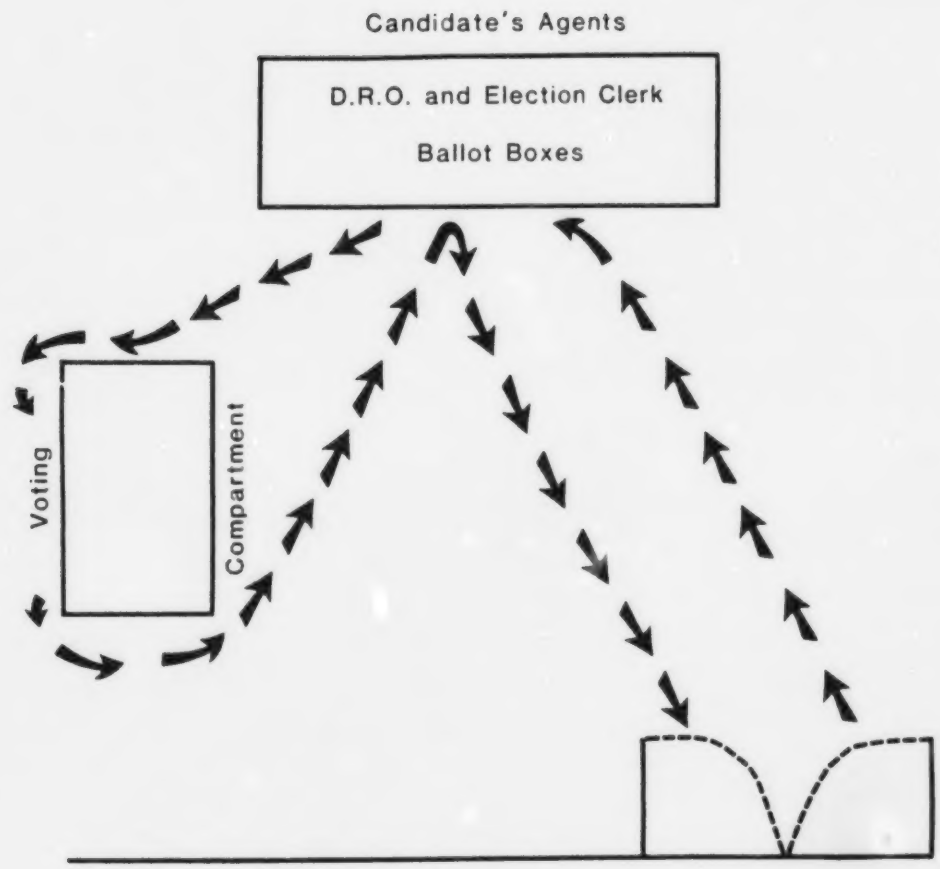
_____

Mayor

_____

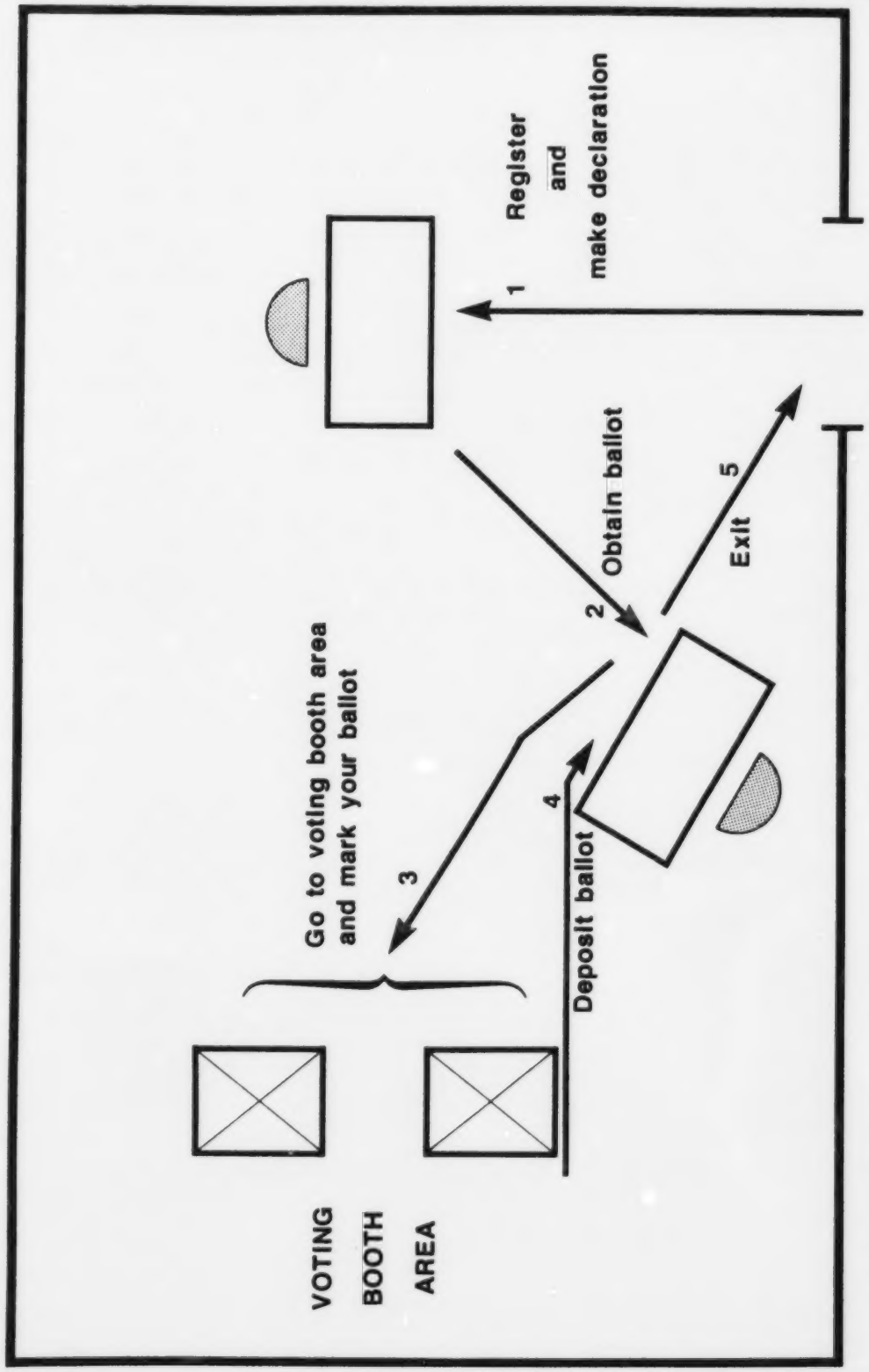
Municipal Secretary

A SUGGESTED VOTING STATION ARRANGEMENT



SMALL TO MEDIUM JURISDICTION

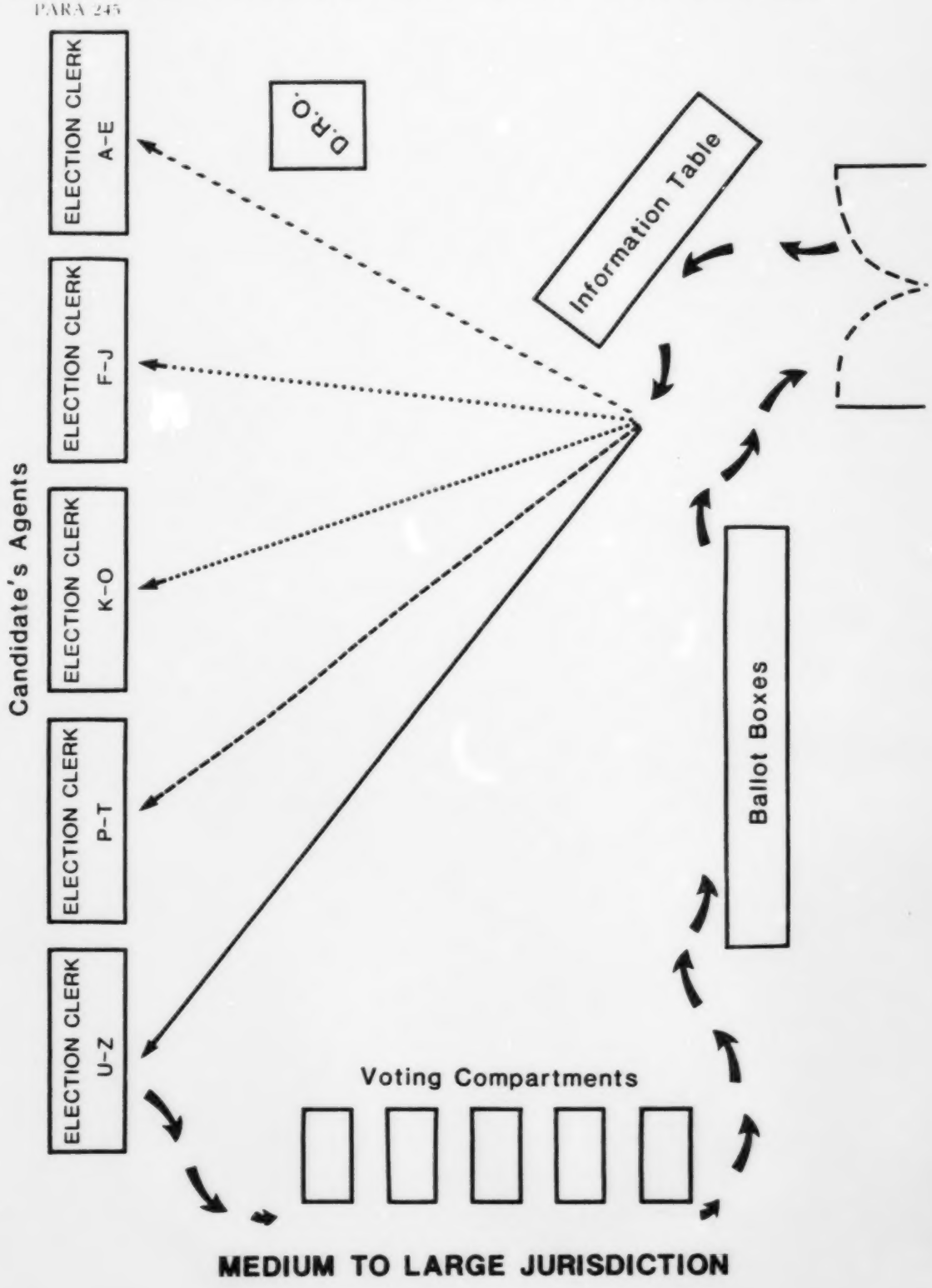
A SUGGESTED VOTING STATION ARRANGEMENT



SMALL TO MEDIUM JURISDICTION

A SUGGESTED VOTING STATION ARRANGEMENT

PARA 245



MEDIUM TO LARGE JURISDICTION

INSTRUCTIONS ON
HOW TO FILL OUT ELECTION FORMS

OATH OF RETURNING OFFICER, DEPUTY, ENUMERATOR, CONSTABLE

FORM 1

OATH OF RETURNING OFFICER, DEPUTY, ENUMERATOR, CONSTABLE
LOCAL AUTHORITIES ELECTION ACT
(SECTION 16)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

ELECTION DATE: ② _____

I, ③ _____ solemnly swear (affirm)
(Name of Person Taking Oath)

THAT that I will diligently, faithfully and to the best of my ability execute according to law the office of ④ _____ .
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question.

THAT I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me at the)
⑥ _____ of _____)
in the Province of Alberta)
this _____ day of _____ A.D. 19___.) ⑤ _____
(Signature of Person Taking Oath)

⑦ _____
(Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

MAFP 751 (91/06)

PURPOSE

Form 1 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

Every returning officer, deputy, enumerator, and constable are required to take the oath before performing his duties.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted. For example, the election may be held for both council and school board, in which case both names will be printed.

2. Enter the date of the election.

3. Enter the name of the person making the oath.

4. Enter the appointed office (returning officer, deputy, enumerator, or constable) of the person making the oath. If you do not know the person, ask for identification to confirm his identity. Identification that is government generated with a picture of the person is preferred.

5. Ask the person to read and sign the affidavit. It is not necessary for the person to read the affidavit aloud. If the affidavit has already been signed, ask him if the signature is his.

Ask the person if he wishes to either swear or affirm to the affidavit. If he wishes to swear, ask him to raise his right hand, and then ask him *"Do you swear that the contents of this your affidavit are true, so help you God?"* He responds by saying *"I do"* while holding his hand uplifted. If he wishes to affirm to the affidavit, ask him *"Do you solemnly affirm and declare that the contents of this your affidavit are true?"* The person responds by saying *"I do"*.

6. Complete the jurat by printing the name of the place and the date on which the affidavit is made.

7. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. The returning officer cannot administer his or her own oath.

NOTICE OF NOMINATION DAY

FORM 2

NOTICE OF NOMINATION DAY

LOCAL AUTHORITES ELECTION ACT
(SECTION 26)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is ② _____ (Date) and that nominations for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between the hours of ③ _____ (Start Time) and 12:00 Noon on Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
④		

Location (Address) of Local Jurisdiction Office:

⑤ _____

_____

_____

_____

DATED at th⑥ _____ of _____ in the Province of Alberta, this _____ day of _____ A.D. 19 _____ .

⑦ _____
(Returning Officer)

MAFP 752 (91/06)

PURPOSE

Form 2 provides the wording required to give notice of nomination day for local jurisdictions other than summer villages (See Form 2SV).

Notice must be given at least 2 weeks prior to nomination day by publishing a notice at least once in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as he considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.

2. Enter the date on which Nomination Day is being held. Nomination Day is 4 weeks before Election Day.

3. Enter the start time for receiving nominations on nomination day. Nominations may be received earlier than 10:00 a.m. if the elected authority has passed a bylaw, prior to June 30 of an election year, to do so.

4. Enter the names of the offices, the number of vacancies in each office, and the ward or electoral division number (if applicable) for which nomination papers are being received.

5. Enter the address of the location at which nomination papers will be received on nomination day. Additional information and directions may also be included to assist persons in finding the location.

6. Enter the name of the place and the date on which this information is being compiled.

7. Enter the name of the returning officer.

NOTICE OF NOMINATION DAY FOR SUMMER VILLAGES

FORM 2 SV

NOTICE OF NOMINATION DAY FOR SUMMER VILLAGES
LOCAL AUTHORITES ELECTION ACT
(SECTIONS 11, 26)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is ② _____ (Date) and that nominations for the election of candidates for the following offices will be received up to the expiration of one (1) hour after the commencement of the annual meeting of the ratepayers. (Or, in the case of a by-election between the hours of 11:00 a.m. and 12:00 noon).

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
③		

Time of Annual Meeting: ④ _____

Location of Annual Meeting: ⑤ _____

_____

_____

DATED at the ⑥ _____ of _____ in the Province of Alberta, this _____ day of _____ A.D. 19 _____ .

⑦ _____
(Returning Officer)

MAFP 752A (91/06)

PURPOSE

Form 2SV provides the wording required to give notice of nomination day for summer villages.

Notice must be given at least 2 weeks prior to nomination day by publishing a notice at least once in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as he considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.

2. Enter the date on which Nomination Day is being held. Nomination Day is 4 weeks before Election Day.

3. Enter the offices, the number of vacancies in each office, and the ward of electoral division number (if applicable) for which nomination papers are being received.

4. Enter the time at which the annual meeting is being held. This information is required since nomination papers are received up to the expiration of one hour after the commencement of the annual meeting of the ratepayers.

5. Enter the address of the location at which the annual meeting is being held and at which nomination papers will be received on nomination day. Additional information and directions may also be included to assist persons in finding the location.

6. Enter the name of the place and the date on which this information is being compiled.

7. Enter the name of the returning officer.

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

FORM 3

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 11, 21, 22, 27, 47, 151)

LOCAL JURISDICTION: (1) _____ , PROVINCE OF ALBERTA

We, the undersigned electors of the _____ (Name of Local Jurisdiction) , nominate

_____ (Candidate's First Name) (Middle Name or Initial) (Surname) of _____ (Address)

as a candidate at the election now about to be held for the office of _____ (Office Nominated For)

of the _____ (Name of Local Jurisdiction) .

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with Sections 27 and 47 of the Local Authorities Election Act

Printed Name of Elector	Address of Elector	Signature of Elector

CANDIDATE'S ACCEPTANCE

(Print name as it should appear on the ballot)

I, the said (2) _____ (Surname) _____ (Given Names)

named in the foregoing nomination, solemnly swear (affirm):

(3)
- THAT I am eligible under Sections 21 and 47 (and Section 11, in the case of Summer Villages) of the Local Authorities Election Act to be elected to the office; and
- THAT I am not otherwise disqualified under Section 22 of the Act; and
- THAT I will accept the office if elected; and
- THAT I have read Sections 11, 21, 22, 47, and 151 of the Act and understand their contents.

SWORN (AFFIRMED) before me at the)
(4) _____ of _____)
in the Province of Alberta)
this _____ day of _____ A.D. 19 ____.) (3) _____ (Candidate's Signature)

(5) _____ (Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

MAPP 753(91/06)

PURPOSE

Form 3 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than 5 electors are nominating the candidate.

INSTRUCTIONS TO THE RETURNING OFFICER

1. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least 5 electors has been recorded.

2. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.

If you do not know the person, ask for identification to confirm his identity. Government generated identification with a picture of the person is preferred.

3. Ask the person to read and sign the affidavit. If the affidavit has already been signed, ask him if the signature is his. Ask the person if he wishes to either swear or affirm to the affidavit. If he wishes to swear, ask him to raise his right hand, and then ask him *"Do you swear that the contents of this your affidavit are true, so help you God?"* He responds by saying *"I do"* while holding his hand uplifted. If he wishes to affirm to the affidavit, ask him *"Do you solemnly affirm and declare that the contents of this your affidavit are true?"* The person responds by saying *"I do"*.

4. Complete the jurat by entering the name of the place and the date on which the affidavit is made.

5. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

NOTICE OF ELECTION

FORM 4

NOTICE OF ELECTION
LOCAL AUTHORITIES ELECTION ACT
(SECTION 11, 35, 46)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
②		

③ Voting will take place on the _____ day of _____ A.D. 19 ____ , between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at:

④ _____

_____

_____

⑤ DATED at the _____ of _____
in the

Province of Alberta, this _____ day of _____ A.D. 19 _____

⑥ _____
(Returning Officer)

MAFP 754 (91/06)

PURPOSE

Form 4 provides the wording required to give notice of election. Notice must be given by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least two weeks before election day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as he considers appropriate. This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least 1 week before the advance vote date. Notice of election and notice of advance vote may be combined for publication, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted.

2. Enter the names of the offices, the number of vacancies in each office, and (if applicable) the ward or electoral division number for which the election is being held.

3. Enter the date on which voting will take place and the start time and closing times for voting. Except for summer villages, voting hours are from 10 a.m. to 8 p.m., unless an elected authority has passed a bylaw prior to June 30 in a year in which an election to be held, to open the voting station before 10 a.m. Voting hours for summer villages are 12 noon to 9 p.m.

4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.

5. Enter the name of the place and the date on which this information is being compiled.

6. Enter the name of the returning officer.

NOTICE OF VOTE ON A BYLAW OR QUESTION

FORM 5

NOTICE OF VOTE ON A BYLAW OR QUESTION

LOCAL AUTHORITES ELECTION ACT
(SECTIONS 6, 11, 35, 46)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

Notice is hereby given that a vote of the electors (or proprietary electors) will be held on the following:

(Specify Bylaw or Question to be voted on.)

②

③ Voting will take place on the _____ day of _____ A.D. 19 ____ , between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at:

_____

④ _____

_____

_____

⑤ DATED at the _____ of _____
in the

_____ day of _____ A.D. 19 ____
Province of Alberta, this

⑥ _____
(Returning Officer)

MAFP 755 (91/06)

PURPOSE

Form 5 provides the wording required to give notice of vote on a bylaw or question. Notice must be given by publishing a notice at least once a week in each of the 2 weeks before voting day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least two weeks before voting day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as he considers appropriate.

This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least 1 week before the advance vote date. Notice of voting day and advance voting day may be combined for publication purposes, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the vote on a bylaw or question is being conducted.

2. Enter the wording, determined by resolution of the elected authority, for a vote on the bylaw or question. The wording will be the same as that printed on the ballot.

3. Enter the date on which voting will take place and the voting hours. On voting day, voting hours are 10 a.m. to 8 p.m. except for summer villages where voting hours are 12 noon to 9 p.m.

4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.

5. Enter the name of the place and the date on which this information is being compiled.

6. Enter the name of the returning officer.

BALLOT

FORM 6

BALLOT

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 42, 43, 44)

BALLOT FORM FOR MAYOR

ELECTION OF MAYOR FOR THE (Local Jurisdiction)

(List Names of Candidates Below)

This ballot shall not be marked for more than one (1) candidate

BALLOT FORM FOR OTHER OFFICES

ELECTION OF (Office) FOR THE (Local Jurisdiction)

(List Names of Candidates Below)

The maximum number of candidates that can be voted for is _____ (Number)

USING SEPARATE BALLOTS FOR EACH OFFICE

A separate ballot shall be used for:

- the office of mayor
- the offices of councillors;
- the offices of school representative or trustee;
- the offices of members of a hospital district board;
- the offices of members of a nursing home district board.

A ballot for a vote on a bylaw or question shall be in the form determined by resolution of the elected authority.

ARRANGING THE NAMES ON THE BALLOTS

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) applies.

INDICATING THE NUMBER OF CANDIDATES WHO CAN BE VOTED FOR

Every ballot used in an election for a member of an elected authority of district board must contain a brief explanatory note stating the maximum number of candidates who can be voted for in order not to make the ballot void and, every ballot used in an election for mayor must contain a brief explanatory note stating that the ballot shall not be marked for more than 1 candidate.

MAFP 756(01/06)

PURPOSE

Form 6 dipicts the ballot format required for the office of mayor, and for other offices. Information is provided to clarify that a separate ballot is required for each office; arranging the names on the ballot; and for indicating the number of candidates who can be voted for.

The ballot for a vote on a bylaw or question is in a form determined by resolution of the elected authority.

When voting machines are used for taking votes, the elected authority may, by bylaw, determine the ballot form.

INSTRUCTIONS FOR ELECTORS

FORM 7

INSTRUCTIONS FOR ELECTORS

LOCAL AUTHORITIES ELECTION ACT
(SECTION 45)

TO VOTE:

- Mark each ballot by placing an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, but not for more.

EXAMPLES OF HOW TO MARK BALLOTS

BALLOT FORM FOR THE ELECTION OF MAYOR

ELECTION OF MAYOR FOR THE (Local Jurisdiction)

Blue, A. C.	
Red, V. E.	X
White, J. B.	

This ballot shall not be marked for more than one (1) candidate.

BALLOT FORM OTHER THAN FOR THE ELECTION OF MAYOR

ELECTION OF (Office) FOR THE (Local Jurisdiction)

Black, S. T.	
Brown, E. O.	X
Green, A.	X
Orange, V. K.	
Yellow, I. V.	X

The maximum number of candidates that can be voted for is three (3).

- Fold each ballot so that your markings are concealed and the initials of the deputy who issued the ballot(s) are visible.

AFTER MARKING YOUR BALLOT(S):

- Hand the ballot(s) to the deputy supervising the ballot box. The deputy will deposit the ballot(s) in the ballot box.
- You have now completed the voting process. Please leave the voting station.

BYLAW OR QUESTION BALLOT:

- In the case of a ballot for a bylaw or question, mark the ballot by placing an "X" opposite either "For" or "Against" or opposite either "Yes" or "No"

SPOILED BALLOT(S):

- If you have marked your ballot in error, or defaced it in any way, you may return it and obtain a replacement from the deputy who gave it to you.

If a ballot is torn, defaced, or otherwise dealt with by an elector so that the elector can be identified, the ballot is void and shall not be counted.

- A PERSON MAY ONLY VOTE ONCE IN AN ELECTION -

IT IS AN OFFENCE TO TAKE A BALLOT OUT OF A VOTING STATION

MAFP 757(91/06)

PURPOSE

Form 7 provides instructions to electors on the voting process.

The form must be posted within each voting compartment and at a conspicuous location within the voting station.

The form is often enlarged so that the print is more easily read by the elector.

VOTING REGISTER

FORM 8

VOTING REGISTER

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 52, 53, 59, 78)

LOCAL JURISDICTION: (1) _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

STATEMENT OF ELECTOR ELIGIBILTY

I, (2) _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the 6 consecutive months immediately preceding Election Day;
- I am resident of the Voting Subdivision or Ward on Election Day; and

Where applicable: (Check [✓] One) ☐ I am a public school resident, or
☐ I am a separate school resident; and

Where applicable: (Check [✓]) ☐ I am eligible to vote as a proprietary elector.

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER

VOTER NUMBER: (3) _____

BALLOTS ISSUED TO ELECTOR (Check [✓])

(4)

☐ Mayor	☐ Bylaw or Question
☐ Aldermen or Councillors	☐ Hospital Board Member
☐ Public School Trustee/Representative	☐ Nursing Home Board Member
☐ Separate School Trustee/Representative	☐ Money Bylaw

(5)	OBJECTION TO PERSON VOTING	Name of Candidate/Agent Making Objection:	Deputy's Initials:
		Reason for Objection:	
(6)	INCAPACITATED ELECTOR	Ballot of Incapacitated Elector Was Marked By Another Person (Check [✓]) ☐	
		Reason:	
(7)	OTHER		

MAFP 758(01/09)

PURPOSE

Form 8 serves both as the statement made by the elector that he is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted. This form is specific to local jurisdictions other than summer villages (See Form 8SV).

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. Ask the elector to print his name and address in the spaces provided, read the statement, and sign it. The elector is not required to read the statement aloud.

Where applicable, the elector must also check if he is a public or separate school resident, or if he is eligible to vote as a proprietary elector.

3. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained to calculate the number of persons who registered to vote.

4. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him to the voting compartment.

5. If a person who makes the statement is objected to by a candidate or his agent, note the objection by entering the name of the candidate or agent making the objection and the reason for the objection, and then initial the objection in the space provided. The person may continue with the voting process.

Continued . . .

6. If an elector is unable to mark his ballot in the usual manner because he is unable to read, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking his ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

7. In the space indicating "Other", you may record any other information you feel is necessary that pertains to that elector's voting process.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

VOTING REGISTER FOR SUMMER VILLAGES

FORM 8 SV

VOTING REGISTER FOR SUMMER VILLAGES
LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 11, 52, 53, 59, 78)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

STATEMENT OF ELECTOR ELIGIBILTY

I, ② _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election: and
- I am 18 years of age or older; and
- I am a Canadian Citizen; and
- I am a proprietary elector or the spouse of a proprietary elector; or
  I have resided in Alberta for the 6 consecutive months immediately preceeding Election Day and am a resident of the Summer Village on Election Day; and

For School Purposes (If Applicable): I am a resident of the Summer Village, and

(Check [✓] one) ☐ I am a public school resident, or ☐ I am a separate school resident; and

Where Applicable: (Check [✓]) ☐ I am eligible to vote as a proprietary elector.

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER

VOTER NUMBER: ③ _____

BALLOTS ISSUED TO ELECTOR (Check [✓])

④
- ☐ Aldermen or Councillors
- ☐ Public School Trustee/Representive
- ☐ Separate School Trustee/Representative
- ☐ Money Bylaw
- ☐ Bylaw or Question
- ☐ Hospital Board Member
- ☐ Nursing Home Board Member

⑤	**OBJECTION TO PERSON VOTING**	Name of Candidate/Agent Making Objection:	Deputy's Initials:
		Reason for Objection:	
⑥	**INCAPACITATED ELECTOR**	Ballot of Incapacitated Elector Was Marked By Another Person (Check [✓]) ☐	
		Reason:	
⑦	**OTHER**		

MAFP 758A(91/06)

PURPOSE

Form 8SV is the Voting Register form specific to summer villages. It serves both as the statement made by the elector that he is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. Ask the elector to print his name and address in the spaces provided and to the read the statement. The elector is not required to read the statement aloud.

Where applicable, the elector must also check if he is a public or separate school resident, or if he is eligible to vote as a proprietary elector.

3. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained.

4. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him to the voting compartment.

5. If a person who makes the statement is objected to by a candidate or his agent, note the objection by entering the name of the candidate or agent making the objection and the reason for the objection, and then initial the objection in the space provided. The person may continue with the voting process.

Continued . . .

6. If an elector is unable to mark his ballot in the usual manner because he is unable to read, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking the electors ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

7. In the space indicating "Other", you may record any other information you feel is necessary that pertains to that elector's voting process.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

PRESIDING DEPUTY'S CERTIFICATION AND STATEMENT ON COMPLETION OF BALLOT COUNT

FORM 9

PRESIDING DEPUTY'S CERTIFICATION, AND STATEMENT ON COMPLETION OF BALLOT COUNT

LOCAL AUTHORITIES ELECTION ACT
(SECTION 90, 91)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD: _____ VOTING STATION: _____

I, ② _____ _____ certify that the number of persons who are
(Name of Presiding Deputy)

registered to vote at this voting station is ③ _____ _____ .
(Figures) (Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

④ _____
(Signature of Presiding Deputy Returning Officer)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAPP 756 (91/06)

PURPOSE

Form 9 serves as the presiding deputy's certification and statement of the number of persons who registered to vote in the voting station, and that the entries made on the voting register forms were correctly made.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

2. Enter your name in the space provided.

3. Enter, in figures and words, the number of persons who registered to vote at the voting station. This number is the total of all the completed voting register forms.

4. Read the statement and sign it in the space provided. The form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

STATEMENT OF AGENT

FORM 10

STATEMENT OF AGENT
LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 69, 70)

LOCAL JURISDICTION: (1) _____ , PROVINCE OF ALBERTA

DATE OF ELECTION (OR VOTE ON A BYLAW OR QUESTION): _____

I, (2) _____ (Name of Agent) , of the _____ (Name of Local Jurisdiction)
in the Province of Alberta, am at least 18 years of age and,

(a) **FOR THE PURPOSES OF AN ELECTION,** will act as agent on behalf of

_____ (Name of Candidate) for the office of _____ (Office for which Candidate was Nominated)

OR

(b) **FOR THE PURPOSES OF A VOTE ON A BYLAW,** will act as agent for those persons who are interested in

(Check [✓] One) ☐ **promoting** the passing of Bylaw No. _____

☐ **opposing** the passing of Bylaw No. _____

OR

(c) **FOR THE PURPOSES OF A VOTE ON A QUESTION,** will act as agent on behalf of those persons who are interested in

(Check [✓]One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

(2) _____
(Signature of Agent)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAFP 702(01/05)

PURPOSE

Form 10 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as his agent at the voting station.

When the *Statement of Agent* has been made by the person, he is then recognized by the presiding deputy as the agent of the candidate.

The agent is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the election is being conducted, and the date of the election.

2. Ask the agent to print his name and the name of the local jurisdiction in the spaces provided, and to read the statement and sign it. The agent is not required to read the statement aloud.

Note: Options are provided if a person is acting as agent for the purposes of a vote on a bylaw or a question.

Retain the completed form. At post-vote procedures, the form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

STATEMENT OF INTERPRETER, INCAPACITATED ELECTOR, FRIEND OF INCAPACITATED ELECTOR

FORM 11

STATEMENT OF INTERPRETER, INCAPACITATED ELECTOR, FRIEND OF INCAPACITATED ELECTOR

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 72, 78)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (IF APPLICABLE): _____ VOTING STATION: _____

STATEMENT OF INTERPRETER

I, ② _____ of _____
(Name of Interpreter) (Local Jurisdiction)
in the Province of Alberta, will faithfully translate such statements, questions and answers that the deputy returning officer may require to be translated at this election and I will keep secret all information which may come to me by virtue of being the interpreter for _____
(Name of Elector)

③ _____
(Signature of Interpreter)

STATEMENT OF INCAPACITATED ELECTOR

VERBAL STATEMENT

Are you ④ _____ of _____
(Name of Incapacitated Elector) (Local Jurisdiction)
in the Province of Alberta, unable to mark your ballot in the usual manner because you are unable to read, or you are incapacitated by blindness, or you are incapacitated by a physical condition.

STATEMENT OF FRIEND OF INCAPACITATED ELECTOR

I, ⑤ _____ of _____
(Name of Friend of Incapacitated Elector) (Local Jurisdiction)
in the Province of Alberta, am the friend of _____, an incapacitated
(Name of Incapacitated Elector)
elector. I will read the ballot to my friend and will mark the ballot in accordance with my friend's instructions. I will keep secret all information which may come to me by assisting my friend.

_____
(Signature of Friend of Incapacitated Elector)

IT IS AN OFFENCE TO MAKE OR SIGN A FALSE STATEMENT

MAFF701.PMB

(FILE WITH ELECTOR'S VOTING REGISTER FORM)

PURPOSE

Form 11 is used when an elector is unable to mark his own ballot in the usual manner because he:

- is unable to read, or
- is incapacitated by blindness or a physical condition, or
- requires an interpreter for translating purposes.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

To administer the Statement of Interpreter:

If the elector does not understand the English language, an interpreter may translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers. Before acting as an interpreter, the interpreter is required to make the Statement of Interpreter.

2. Ask the interpreter to enter in the spaces provided, his name, the name of the local jurisdiction, and the name of the elector he is interpreting for.

3. Ask the interpreter to read the statement and sign it. It is not necessary for the interpreter to read the statement aloud. The interpreter may now act as interpreter for the elector.

To administer the Statement of Incapacitated Elector:

If the elector is unable to mark his own ballot in the usual manner because he is unable to read or is incapacitated by blindness or another physical condition, and he has brought a friend* to mark his ballot as directed, both the incapacitated elector and his friend must make the required statements.

Continued . . .

Statement of Interpreter, Incapacitated Elector, Friend of Incapacitated Elector (Form 11)
Instructions continued . . .

4. Enter the name of the incapacitated elector and the name of the local jurisdiction in the spaces provided.

   Read the Statement of Incapacitated Elector aloud to the elector. The elector responds by saying "Yes".

   Note on the elector's Voting Register form (Form 8 or 8SV) that the ballot of the incapacitated elector is marked by another person by entering a check in the box provided, and the reason why it is so marked.

To administer the Statement of Friend of Incapacitated Elector:

5. Ask the friend to enter in the spaces provided, his name, the name of the local jurisdiction, and the name of the elector.

   Ask the friend to read and sign the statement. It is not necessary for the friend to read the statement aloud. The friend may now assist the elector in the election process.

   Keep the completed form with the elector's Voting Register form.

* Note: If the incapacitated elector is not accompanied by a friend, the deputy may mark his ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

STATEMENT FOR ADVANCE VOTE

FORM 12

STATEMENT FOR ADVANCE VOTE

LOCAL AUTHORITIES ELECTION ACT
(SECTION 77)

LOCAL JURISDICTION: ① _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

I, ② _____ of _____
(Name of Elector) (Address of Elector)

am eligible to vote at the above mentioned election and:

I have reason to believe that I will be absent from the _____
(Name of Local Jurisdiction)
on election day as noted above, and unless I am permitted to vote prior to election day, I will be unable to cast my vote at this election, or

Because of physical disability, it will be impossible or extremely difficult to attend at the regular voting station and unless I am permitted to vote prior to election day, I will be unable to cast my vote at this election.

③ _____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

MAPP 7(2)(1/06)

PURPOSE

Form 12 is used specifically at the advance vote and is the statement made by the elector that he is voting at the advance vote because:

- the elector has reason to believe he will be absent from the local jurisdiction on voting day, or
- because of physical disability the elector would find it impossible or extremely difficult to vote at the regular voting station.

This statement must be made by the elector before being permitted to vote, and is generally administered before the Voting Register form (Form 8 or 8SV) is completed.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to 6 months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. Ask the elector to print his name, address, and the name of the local jurisdiction in the spaces provided.

3. Ask the elector to read and sign the statement. The elector is not required to read the statement aloud. The Voting Register form (Form 8 or 8SV) can now be completed and the elector permitted to vote.

Keep this statement with the elector's Voting Register form.

NOTE OF OBJECTION TO A BALLOT

FORM 13

NOTE OF OBJECTION TO A BALLOT

for ① _____
(Name of Office, Bylaw or Question)
LOCAL AUTHORITIES ELECTION ACT
(SECTION 87)

LOCAL JURISDICTION: ② _____ , PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD(If Applicable): _____ VOTING STATION: _____

Objection Number	Name of Agent/Candidate Making Objection	Reason for Objection
③ 1.	④	⑤
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

MAPP 705 (01/05)

PURPOSE

Form 13 serves as a record of any objection made by a candidate or his agent to any ballot found in the ballot box.

Every objection made must be numbered, the corresponding number placed on the back of the ballot being objected to, and the ballot initialled by the deputy.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question for which the vote is being conducted.

It is common for a separate form to be used for each office.

2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

3. When an objection is made the deputy must start with the number 1 for the first objection made, and then for each objection made thereafter, assign the next consecutive number.

4. In the space provided, enter the name of the agent or candidate making the objection.

5. In the space provided, enter the reason for the objection.

Record the corresponding number on the back of the ballot objected to and initial the ballot.

Note: The deputy decides any question arising out of the objection.

BALLOT ACCOUNT

FORM 14

BALLOT ACCOUNT
for ① _____
(Name of Office, Bylaw, or Question)

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 88 AND 89)

LOCAL JURISDICTION: ② _____ , PROVINCE OF ALBERTA

DATE OF ELECTION: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

Names of Candidates (or Question, or Description of Bylaw)	Number of VALID Ballots Marked for Each Candidate (or For and Against on a Question or Bylaw)
③	④

(Continue on Reverse if Required)

(a) Number of Ballots Supplied		⑤ _____
(b) Valid Ballots	⑥ _____	
Valid Ballots Objected To	⑦ _____	
(c) Rejected Ballots	+ ⑧ _____	
Rejected Ballots On Which No Vote Was Cast By An Elector	⑨ _____	
(d) Spoiled Ballots	+ ⑩ _____	
(e) Unused Ballots	+ ⑪ _____	
(f) Ballots Not Accounted For	+ ⑬ _____	
Total Ballots		= ⑫ _____

*Total Ballots in (b), (c), (d), (e) and (f) must equal number in (a).

⑭ DATED this _____ day of _____ , A.D. 19 ____ .

(Signatures of at least 2 Deputies) (Signatures of Candidates/Agents who desire to sign)

⑮ _____ ⑯ _____

_____ _____

(HAND THIS FORM TO THE RETURNING OFFICER)

PURPOSE

Form 14 serves as a account of every ballot supplied to the voting station. The form is used for accounting for the ballots for a specific office, or for a question or bylaw.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question, for the ballots being accounted for.

2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

3. Enter the names of each candidate for that office, or if the vote is a vote on a bylaw or question, enter the description of the bylaw or question.

4. Opposite each name, or bylaw or question, enter the number of valid ballots marked for each candidate, or for or against a bylaw or question.

<u>To complete the ballot account</u>:

5. Enter the total number of ballots supplied to the voting station for that office.

6. Enter the number of valid ballots. Valid ballots are ballots marked by the electors which are acceptable, and therefore have been counted. The rules for determining void ballots are established in section 86 of the Act.

7. From the number of valid ballots, count those that were objected to by a candidate or his agent, and enter the number in the space provided. Note - this number is extracted from the count of total valid ballots to assist the returning officer in determining if a recount is necessary. This number is not used in the mathematical account of the ballots.

8. Enter the number of rejected ballots. Rejected ballots are void ballots as established in section 86 of the Act.

9. From the number of rejected ballots, count the rejected ballots on which no vote was cast by an elector. These are often referred to as the "blank" ballots. Enter the number in the space provided. Note - this number is extracted from the count of reject ballots to assist the returning officer in determining if a recount is necessary.

10. Count the number of spoiled ballots and enter the number in the space provided. Remember, the spoiled ballots are those ballots issued during voting hours that were returned to the deputy by the elector, and the elector received another ballot in place of the spoiled ballot.

11. Count the number of unused ballots and enter the number in the space provided.

12. To determine Total Ballots *ADD* lines:

(b) Valid Ballots, plus
(c) Rejected Ballots, plus
(d) Spoiled Ballots, plus
(e) Unused Ballots

The sum total must equal the Number of Ballots Supplied indicated on line (a).

Note: The Valid Ballots Objected To and the Rejected Ballots On Which No Vote Was Cast By An Elector have **NOT** been included in the count since these numbers have been extracted to assist the returning officer in determining if a recount is necessary.

13. If the totals are not equal because a ballot may have been inadvertantly taken from the voting station, then Line (f) Ballots Not Accounted For, is used to balance the account.

14. Enter the day, month, and year of the election.

15. At least two deputies involved in the count must sign in the spaces provided.

16. If candidates or agents wish to sign the form, they may do so in the spaces provided.

DO NOT place the form in the ballot box. HAND the form to the returning officer.

DISCLAIMER BEFORE A COMPLAINT

FORM 15

DISCLAIMER BEFORE A COMPLAINT

LOCAL AUTHORITIES ELECTION ACT
(SECTION 144)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

I, _____ , disclaim all right to the
(Name of Person Disclaiming)

office of _____ of _____
(Name of Local Jurisdiction)

and all defence of any right I may have to it.

_____ _____ _____
(Signature of Witness) (Signature of Person Disclaiming) (Date)

MAFP 788 (91/06)

PURPOSE

Form 15 is used when a person who has submitted his name as a candidate, gives notice that he is relinquishing his candidacy and any claim he may be entitled to make as to the legitimacy of his candidacy.

The form is used prior to the election or any complaint being made about the legitimacy of the candidacy.

The disclaimer delivered before the election or before the person disclaiming is complained of, relieves the person from all liability costs.

DISCLAIMER AFTER A MOTION

FORM 16

DISCLAIMER AFTER MOTION

LOCAL AUTHORITIES ELECTION ACT
(SECTION 143)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

I, _____ (Name of Person Disclaiming), on whom notice of motion in the nature of quo warranto has been served for the purpose of contesting my right to the office of _____ of _____ (Name of Local Jurisdiction) disclaim that office and all defence of any right I may have to it.

_____ (Signature of Witness) _____ (Signature of Person Disclaiming) _____ (Date)

MAFP 766 (91/06)

PURPOSE

Form 16 serves the same purpose as Form 15 Disclaimer Before A Complaint, but is only used in response to a Notice of Motion being filed objecting to the validity of an election of a candidate.

The form gives notice the elected candidate is relinquishing his seat and any right of defence to the legitimacy of the election.

Form 16 is used after an election and after a formal complaint has been filed with the Courts.